Little Brownie® BAKERS

Troop User Manual
GSGLA Edition
January 22, 2014

https:// ebudde.littlebrownie.com

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What's New

1. All users will be considered new.

2. Users that have not been in the system the past two seasons have been removed.

3. New security requirements include 4 security questions and password format requirements. See page 9 for details.

4. Temporary password good for only 24 hours.

5. Login attempt limits and lockout.

6. You can now change your password and security questions on the contacts tab by clicking the edit button next to your information and entering a new password on page 16 for more details.

7. New recommended computer specifications on page 6 for more details.

8. Browser updates for 2013-2014 season. Microsoft to update their browsers in October. Developers will review impact on eBudde and make changes appropriately.

9. Troop Girl tab no longer has links to Cookie Club.

10. Troop Cookie Pick-up Only User that allows other people besides troop leader and troop cookie chair to sign for cookies picked up at a cupboard through the Cupboard Keeper mobile app will be only a one season role. User would need to be added each season.

11. Bank account and routing numbers will no longer be visible after data entry on the troop settings tab. They will also be hashed out on the troop sales report.

12. Updated display information for opt-out selection on troop setting tab.

13. Troop may be delete troop-requested booth sites no matter what the status. OR can only delete if status is pending. (Council option)

14. Incentives now called Rewards on all screens and reports.

15. New troop reports tab. Two new reports. Cupboard report lists available cupboard and location/hours information. Delivery station report lists available delivery sties for troops.

Computer Specifications Information

The eBUDDE system has been tested on a variety of computer types and different web browsers.

Approved web browsers:
IBM Compatible – Microsoft Internet Explorer version 8.0 and higher, Firefox 4.0 and higher, Chrome.
Macintosh – Safari 2.0.4 and higher, and Firefox 4.0 and higher, Chrome.

Approved computer specifications:
Recommended Minimums:
1.0 GHz Pentium 4 - 1GB RAM
Recommended Systems:
1.5 GHz Pentium 4 - 1.5GB RAM
To verify your system specification, go to **Control Panel, System**. The general tab will display your system information.

The eBUDDE system uses Microsoft Excel for the printing of the reports. If you have users that do not have the Microsoft Excel program, a report viewer for IBM compatible systems can be downloaded from the following web address:
http://www.microsoft.com/download/en/details.aspx?displaylang=en&id=10
To download Adobe Acrobat, use the following web address:
http://get.adobe.com/reader/

Navigating the System

Add More -. The “add more” button allows you to enter in additional rows on transaction tab product transaction form. You can activate this button by pressing the spacebar or clicking on it.

Enter Key – The enter key is used to complete a row on a page. It can also be used to complete a page when the page has only one button available on the page.

OK – The “OK” button completes a row on a page. This button tells eBudde you are done with the data entry on the row.

Tabs – The tabs available on the page allow you to add, change, delete or view information. These tabs are specific to the user access level. Council users see the council tabs, areas see the area tabs, service units see the service unit tabs, and troops see the troop tabs. Below is an example of the tabs. To select a tab, click anywhere on the tab.

Tab Key – The tab key is used to move from one box of information to another on all screens.

System Access

Every season, current users will be reset to a council default password. Your council will notify you of this password. In addition, this season you will be required to answer four security questions upon login.

If you are a brand new user to eBudde, you will be notified by your council or by email of your password. If you are notified by and eBudde email, the following information will be in the email:

- Web Address - https://ebudde.littlebrownie.com
- Email Address
- Temporary Password

We recommend you add https://ebudde.littlebrownie.com to your **Favorites** for easier access.

Welcome to eBudde 5.2 with new features and functions to make the 2013-2014 Cookie Sale Season a success.
eBudde
Member Log In
eMail Address:
Password:
Log On
Your username (email address) and password designate your level of access to eBudde.
If you have not been given a username and password please contact your council or volunteer product sales manager.
If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and click here.
If you have forgotten your password, fill in the email field and click here.

eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the End User License for any questions regarding the use of eBudde. You may also view our Privacy Policy.

The login screen consists of four parts:

- Login information
- Updating contact information
- Forgotten password
- End User License and Privacy Policy

Login Information

NOTE: All eBudde users this season will be considered new users and have a new temporary password. Contact your council for further information.

Users who have already logged in previously this season will enter in their email address and **personal** password. Click the **Login** button or press enter to complete your login information. The system will then access your council's information.

New users will enter in their email address and **temporary** password sent to you in the email from the system or by your council. Click the **Log On** button or press enter to complete your login information. The system will then direct you to the **Contact Information Page**. Once you have completed the contact information page, you will be given access to the system.

New Security Requirements

Temporary passwords only good for 24 hours.

The password requirements are as follows:

- Must be 8 characters long
- Must have at least one capital letter
- Must have at least one non-alphabetic character

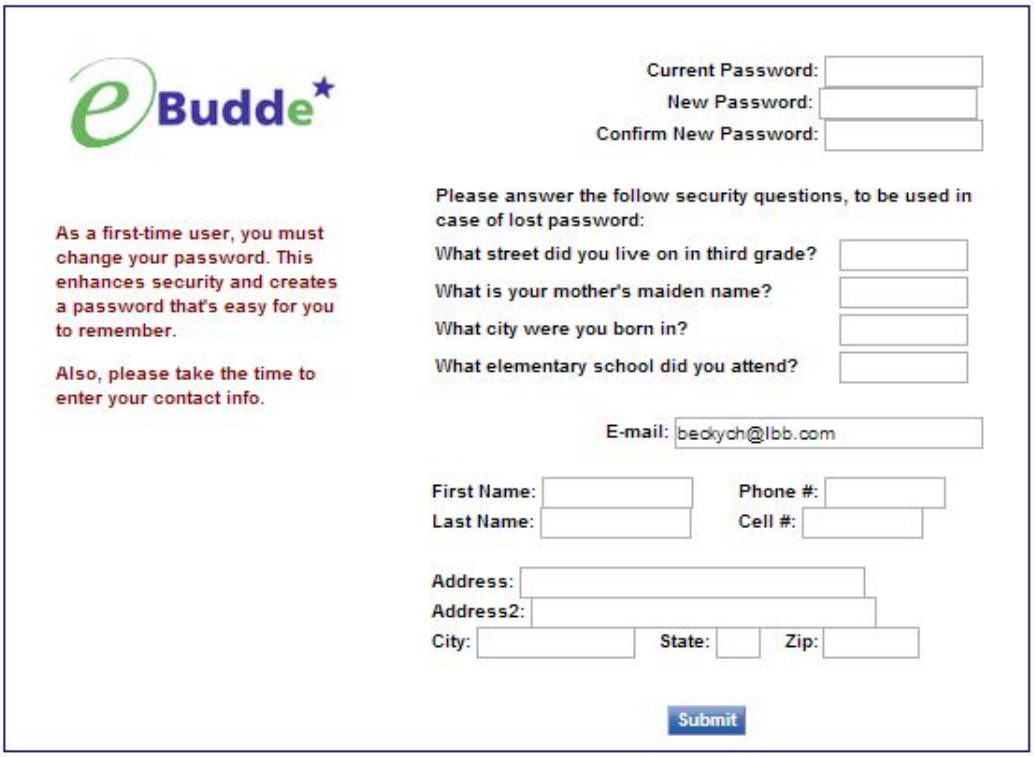
There will be a strength meter to help create a strong password.

You will be required to answer four security questions.

Login attempt rules are as follows:

- Limit to five consecutive bad login attempts
- Account disabled for 10 minutes

Contact Information Page


eBudde
Current Password:
New Password:
Confirm New Password:
As a first-time user, you must change your password. This enhances security and creates a password that's easy for you to remember.
Also, please take the time to enter your contact info.
Please answer the follow security questions, to be used in case of lost password:
What street did you live on in third grade?
What is your mother's maiden name?
What city were you born in?
What elementary school did you attend?
E-mail: beckych@lbb.com
First Name:
Last Name:
Phone #:
Cell #:
Address:
Address2:
City:
State:
Zip:
Submit

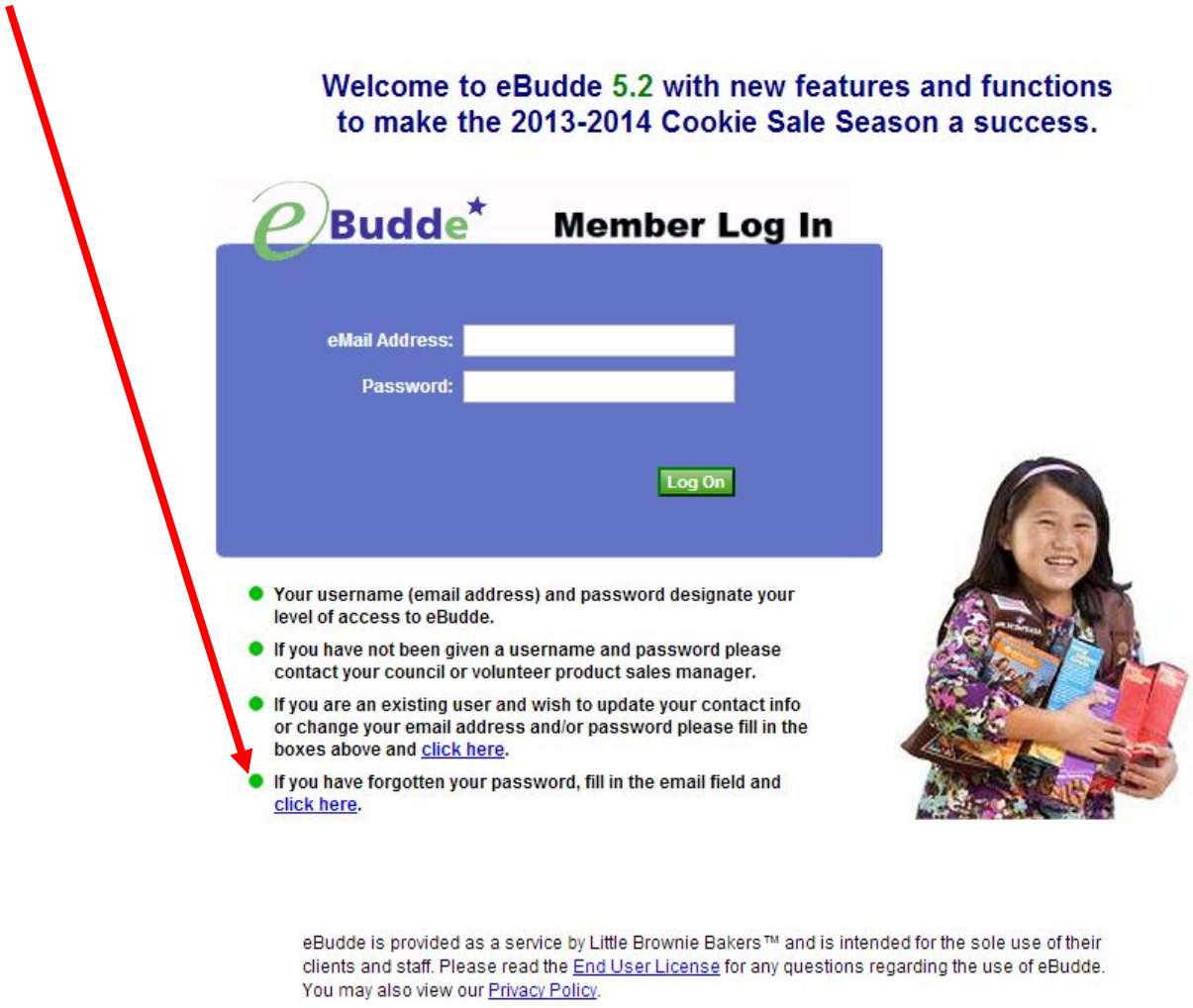
Current users – This form is available to make changes to your password, email address, security questions and personal information. To access this page click on the link provided on the login page.

Welcome to eBudde 5.2 with new features and functions to make the 2013-2014 Cookie Sale Season a success.
eBudde
Member Log In
eMail Address:
Password:
Log On
Your username (email address) and password designate your level of access to eBudde.
If you have not been given a username and password please contact your council or volunteer product sales manager.
If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and click here.
If you have forgotten your password, fill in the email field and click here.
eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the End User License for any questions regarding the use of eBudde.
You may also view our Privacy Policy.

New users – You will be required to fill out this form the first time you try to access the eBUDDE system. **You must change your password to something other than the temporary password.** All the information on this form is mandatory. Once you have entered in all the information, click the **Submit** button or press **Enter.** You will then enter the eBudde system.

Forgotten Password

A forgotten password does not require a phone call!


Welcome to eBudde 5.2 with new features and functions to make the 2013-2014 Cookie Sale Season a success.
eBudde
Member Log In
eMail Address:
Password:
Log On
Your username (email address) and password designate your level of access to eBudde.
If you have not been given a username and password please contact your council or volunteer product sales manager.
If you are an existing user and wish to update your contact info or change your email address and/or password please fill in the boxes above and click here.
If you have forgotten your password, fill in the email field and click here.
eBudde is provided as a service by Little Brownie Bakers™ and is intended for the sole use of their clients and staff. Please read the End User License for any questions regarding the use of eBudde. You may also view our Privacy Policy.

Users can now reset their own passwords. Click the link **click here** under the fourth bullet point.

eBudde will offer you two ways to reset your password. You either can have a temporary password sent to you or you can answer your security questions to reset your password.

To get a temporary password emailed to you, click the **Submit** button next to option 1.

To use the security question option, click the **Get Questions** next to the email address. Answer the two security questions, enter in a password in the password box and re-enter the same password in the confirm password box. Click the **Submit** button. eBudde will tell you that you password is now changed. Click the **Back to Login Page** to login with this password.

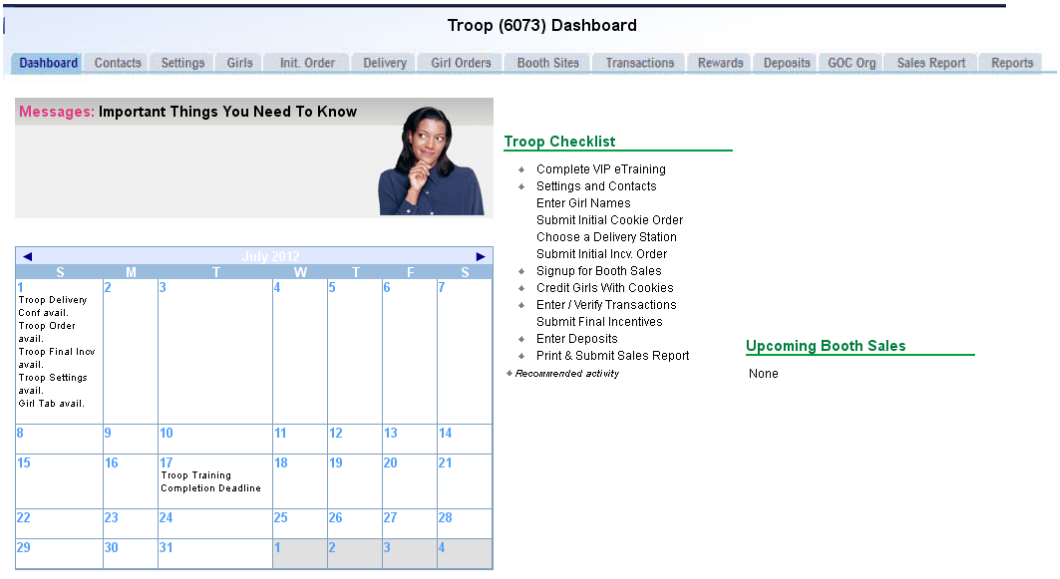
eBudde
Password Recovery
You have two options to recover a lost password:
Enter your email address, and a your password will be set to a temporary password and emailed to you:
Email: email@lbb.com
Submit
——— OR ———
Enter your email address, and click to load your security question. Then answer the questions, and select a new password:
Email: email@lbb.com
Get Questions
Question #1?
Question #2?
Password:
Confirm Password:
Submit
Back To Login Page

Menu Bar

The Menu Bar provides additional support for you in eBUDDE.

Home - Returns you to the dashboard page
Manuals – This provides a manual or a customized council manual in Adobe Acrobat PDF format
LittleBrownie.com – This provides a link for you to go to the Little Brownie website that has additional resources.
Cookie Club – This provides a link for you to go to the Little Brownie Cookie Club website where your girls can track cookie sales, send eCard promises and maintain their contact list.
Log Out – This allows you to log out of the system.

The **Hide Navigation** feature allows you to hide the display of the navigation tree. Click the arrow to toggle this feature on and off. This can be helpful if the form on the right that you are trying to fill out goes off the screen. It will move all the information over to the left.



Troop Tabs

eBUDDE provides a variety of features for troops to track their cookie sale information. Your council will specify which features you will need to use. Some screens may look a little different as your council can tailor eBUDDE to meet your needs. In addition, some tabs may not be available to you as well.

Dashboard – Default screen that shows important messages, calendar, checklist and dates
Contacts – Allows you to edit your contact information. This includes name, address and phone number. This **DOES NOT** include changing the email address. That must be done from the login screen.
Settings – This allows you to change the number of girls selling, registered, program age level, rewards option, banking information as specified by your council. You can also add additional troop contacts.
Girls – This allows you to enter girl names, grade, id and goal information
Init. Order – This option is for entering your troop initial cookie order
Delivery – This option is for selection of delivery site (if applicable) and a printout of cookies order, delivery site, and pick-up time (if applicable)
Girl Orders - (Optional) Track girl initial, booth and additional orders and payments
Booth Sales – (Optional) This option allows you to select council booth sale sites and/or request a troop booth sale site.
Transactions – List all cookie transactions, initial order, cupboard pickups, and troop-to-troop transactions.
Rewards – Troop reward ordering
Deposits – *GSGLA will use this to record ACH debits made to your account. Troops do not have access to make any data entry.*
GOC Org. – This option allows you to record troop donation organizations.
Sales Report – Recap of all troop information. Initial order, additional cookies, troop profit, deposits and submitting total Gift of Caring numbers (if applicable)
Reports – Two reports available for troops. Cupboard listing and delivery site listing.

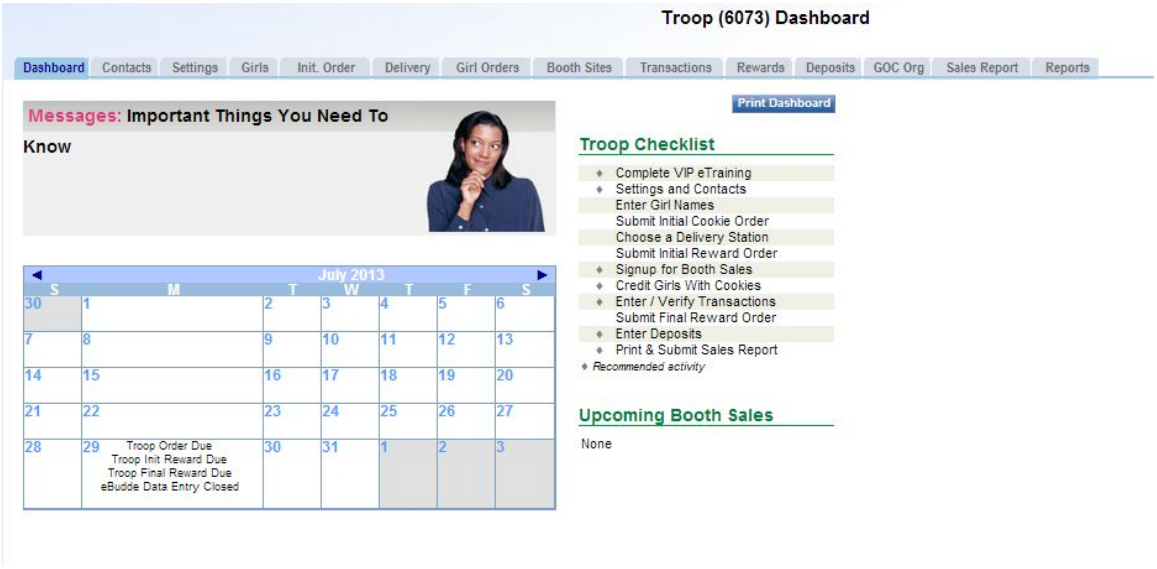
Dashboard Tab

The dashboard tab is the screen you will see every time you log into eBUDDE. You can print the information on the tab if needed for reference. It will show you any important messages from your council and/or your service unit.

It also shows you your starting dates and deadline dates. These dates are important because they inform you of when you can start doing data entry and when you need to complete certain functions in the system. In addition, your council can add their own dates to the system.

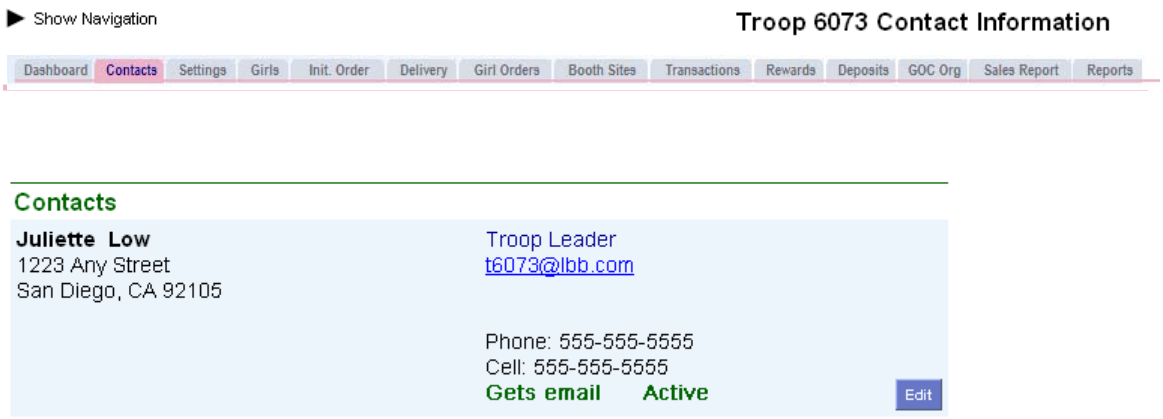
On the dashboard there is a troop checklist for tracking your activity. This will include the standard eBudde items and council-specific items. Some of the items will be checked off and some items are recommended activity. The checklist may vary depending on your council setup. Items that will be checked off include entering girls, cookie initial order, choosing a delivery station/time (if applicable), reward initial order (if applicable), and reward final order.

Your troop's upcoming Booth sales will display on the dashboard.

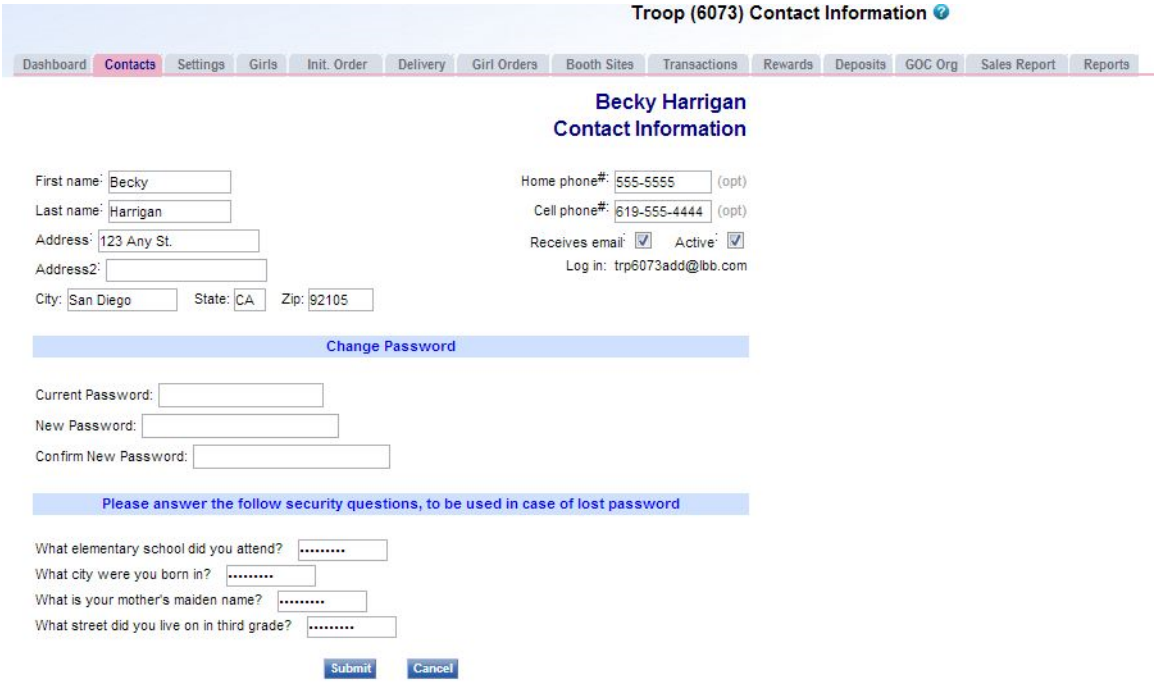


Contacts Tab

The Contacts tab allows you to change your contact information.



To edit your contact information, click **Edit** below your name. You can edit your information and also change your password by entering in your current password and your new password. You can also update your security questions. You then click **Submit.**

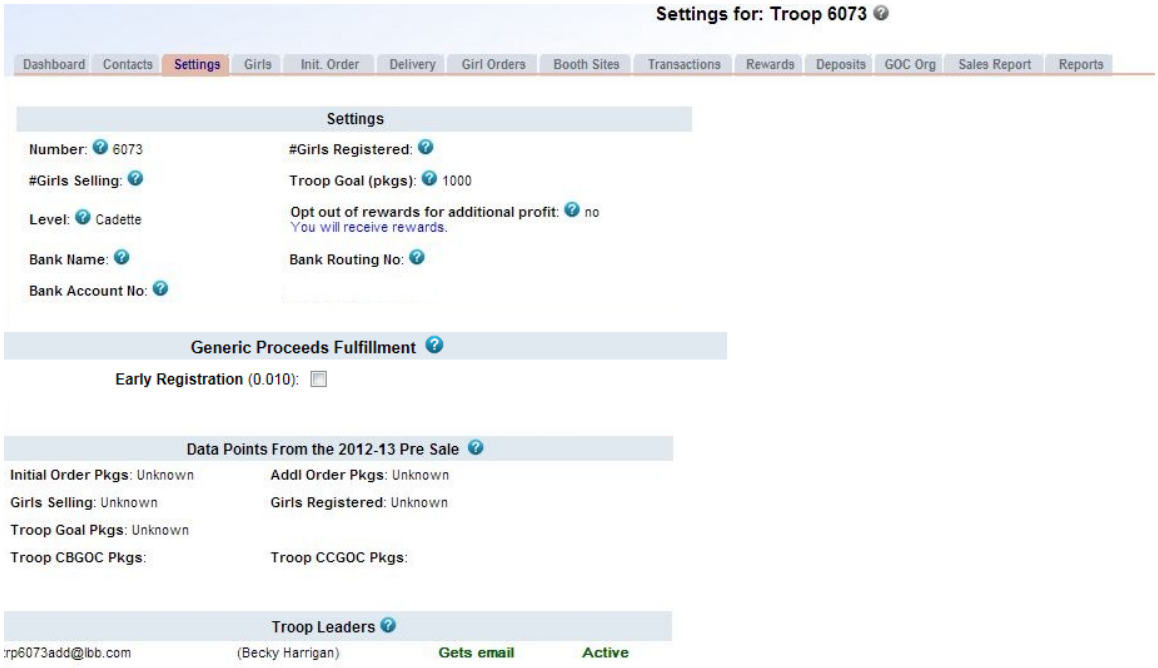


You can change all information displayed except for your email address. You can change your email by logging out and at the login screen click the link to update your information.

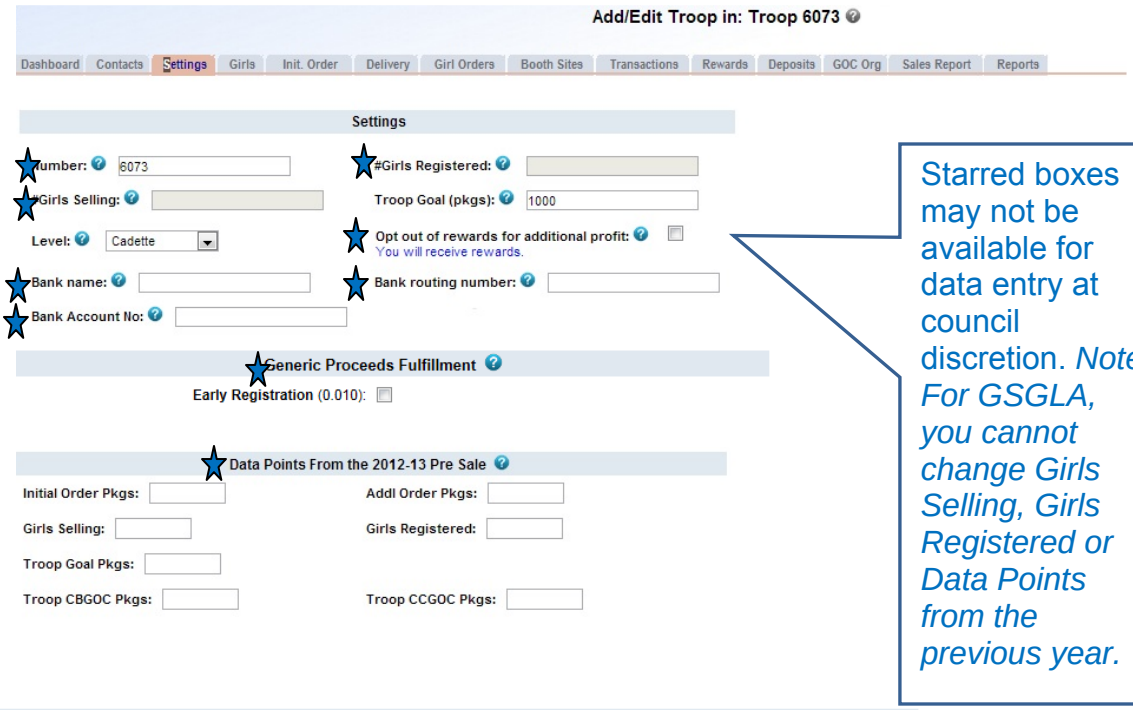
Once you have made your changes, click **Submit** to save the information. Click **Cancel** to leave this screen without saving the information.

Settings Tab

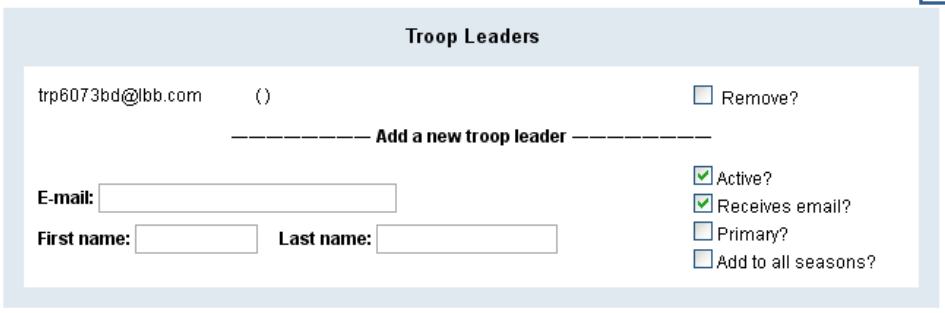
The Settings tab allows you to change your troop information. The troop is set up by the service unit or council staff. However, at the time of setup, information may not be available such as girls registered, girls selling, reward option, banking, etc. This tab allows you to update your information. You can also add additional troop contacts or delete troop contacts using this tab. Girls registered is based on the girls entered on the Girls tab, you cannot otherwise edit this data. Girls selling is based on the girls with 1 or boxes sold, you cannot otherwise edit this data.



Click the **Edit Settings** button to make changes.



Starred boxes may not be available for data entry at council discretion. *Note: For GSGLA, you cannot change Girls Selling, Girls Registered or Data Points from the previous year.*



Girls Registered – Automatically filled in by number of girls registered on the girl tab.
Girls Selling – Automatically filled in by number of girls selling 1 box or more on the girl order tab.
Troop Goal (pkgs) – Enter the troop goal in packages
Level – Select the appropriate program age level. *Please update to make sure data is correct*.
Opt out of rewards for additional profit –Mark the box if the troop has selected to receive additional monetary troop proceeds in lieu of rewards – *Cadette, Senior and Ambassador troops/groups/independents ONLY*.
Bank Name – Name of bank where troop has it's account
Bank Routing No. – Bank routing number where troop has its account
Bank Acct No. – Troop bank account number.
Generic Proceeds – A council may have council-specific proceeds that troops are eligible for. *GSGLA does not.*
Data Points from the Previous Year - This is information from last year's cookie sales. GSGLA has already entered this information.
Contact information – You can add several different types of troop level users. **Leaders, Cookie Chairs** and **View Only**. Leaders and Cookie Chairs have full access to the troop. View Only can only see the information. You can also delete troop users.

Remove? – You can remove users by clicking the remove? Box next to the email and name. **NOTE: Do not remove yourself or you will not be able to get back into the system.**
Email: – Enter the email address of a new troop contact under the appropriate header
Active – If you enter a new troop contact, mark if you want this user to access the computer web-based software system. Uncheck the box if you do not want this user to access the computer web-based software system.
First name: (Optional) – You can enter in the contact's first name. The contact person once they log in can enter it as well..
Last name: (Optional) – You can enter in the contact's last name. The contact person once they log in can enter it as well..
Receives email – If you enter a new troop contact, mark if you want this user to receive order confirmation emails. Uncheck the box if you do not want this contact to receive order confirmation emails.
Primary? – You may designat a contact as the primary contact in the category. This designation will allow eBudde to send primary contact specific emails from council and will be the contact that appear on some of the updated reports.
Add to all seasons? **–** Allows you to give the contact access to the troop records for previous seasons.

Click the **Update** button to save your information. Click the **Cancel** button if you want to leave this screen and not save your changes.

Special Troop Contacts

There are two troop contacts that may be available, **Troop Cookie Pickup Only Users** and **Troop Booth Sale Recorder Only Users**.

GSGLA uses the Cupboard Keeper mobile app; you may specify additional cookie-pickup people know as Troop Cookie Pickup Only Users. For example, if you have a parent picking up cookies for you, you MUST add this person's email in eBudde or they *will not* be able to pick up cookies at the cupboard. This user does not have access to anything in eBudde except updating their own contact information. Their email and password *will* be used by the Cupboard Keeper mobile app to verify that they are allowed to pick up cookies at the cupboard.

NOTE: As a troop leader or troop cookie chair, you are able to pick up cookies. DO NOT add yourself as a troop pickup person or you will LOSE ACCESS to the other tabs in eBudde.

Troop Cookie Pickup Only Users
Troop Leaders and Cookie Chairs should NOT add yourselves to this user type.
This user can ONLY sign for cookies received at a cupboard.
———— Add a new troop cookie pickup only user ————
E-mail:
First name:
Last name:
Active?
Receives email?
Primary?

We are using the Booth Sale recorder mobile app; you may specify additional booth sale recorders users. If you have an adult in charge of the booth site that is not in eBudde and you want them to record the booth site sales, you will need to add them in as a Troop Booth Recorder Only User. This will allow them to record the booth sales on the mobile app and/or in eBudde. They will also be able to change their contact information in eBudde. They WILL NOT have access to any of the other troop tabs in eBudde.

NOTE: As a troop leader or troop cookie chair, you are able to record booth sales. DO NOT add yourself as a troop booth recorder only user or you will LOSE ACCESS to the other tabs in eBudde.

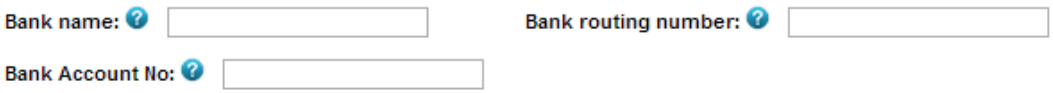
Troop Booth Recorder Only Users
Troop Leaders and Cookie Chairs should NOT add yourselves to this user type.
This user can ONLY record booth sites.
———— Add a new troop booth recorder only user ————
E-mail:
First name:
Last name:
Active?
Receives email?
Primary?

Banking Information Security Update

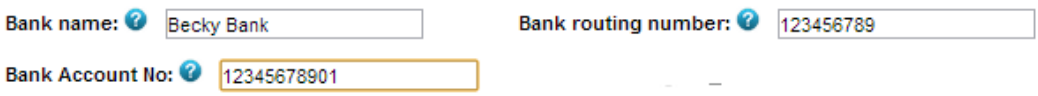
To protect your banking information we have implemented hashing on the bank routing and account numbers. If you are responsible for keying in the data, you will see the full number when you do the data entry but once you click update, the information will be hashed out. If you need to edit the information, you will still see the hashed out version but you can key over with the information.

Initial Display (no data)

Edit Display (no data)

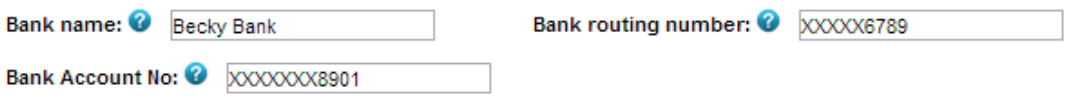


Edit Display (data just entered)

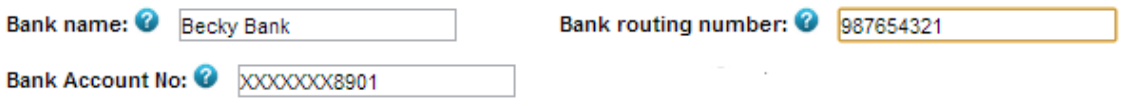


Display after Data entered and Update button pressed

Edit Display (data entered earlier and saved by pressing Update button)

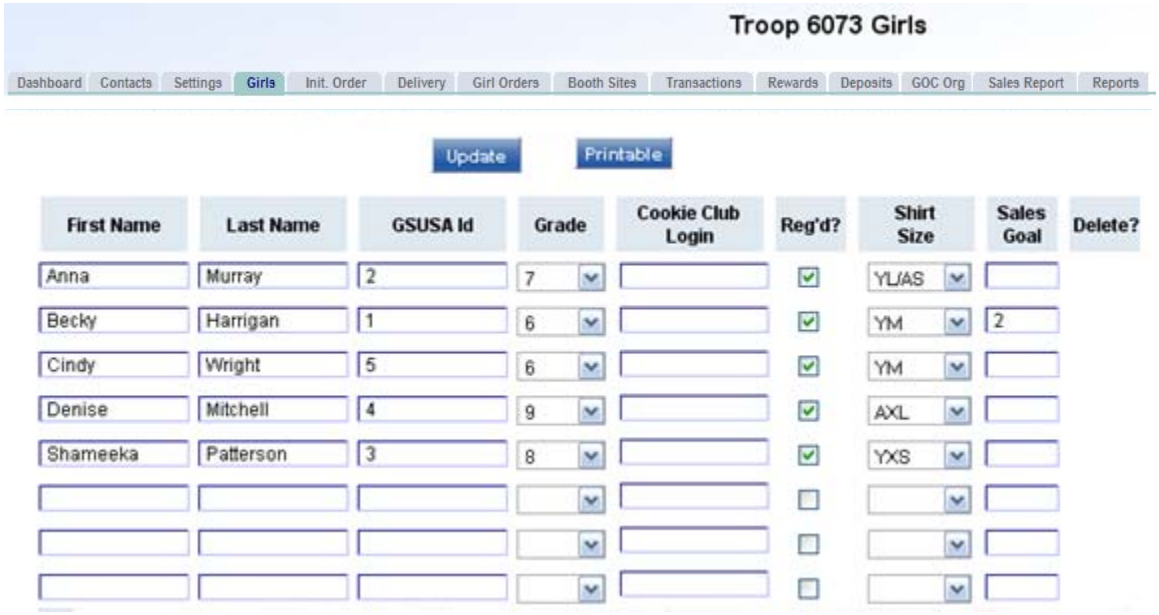


Editing the routing number already saved in display above



Girls Tab

The girl tab allows you to enter in the names of the girls in your troop. You can add girls, delete girls and change their information. Girls **cannot be deleted** after the troop has submitted their initial cookie order. *GSGLA imported girls from eBiz (girls registered as of 1/9/14)*



Add Girl Information

To add girls, enter in the information. You can use the **TAB** key to move between the boxes.
First Name – Enter the girl's first name
Last Name – Enter the girl's last name
GSUSA ID - (Optional) Enter the girl's GSUSA ID
Grade – Enter the girl's grade K - 12
Cookie Club Login – (Optional) Enter the girl's cookie club login.
Reg'd? – If the girl is registered, check the box
Shirt Size – Enter the girl's shirt size
Sales Goal – Enter the girl sales goal in boxes.

Click the **Update** button to save the information.

Edit Girl Information

Change the girl information. Click the **Update** button to save the information.

Delete Girl from Troop

Click the box under the column labeled **Delete?** next to the name of the girl you want to delete. The girl **CANNOT** be deleted after the troop has submitted their initial order.

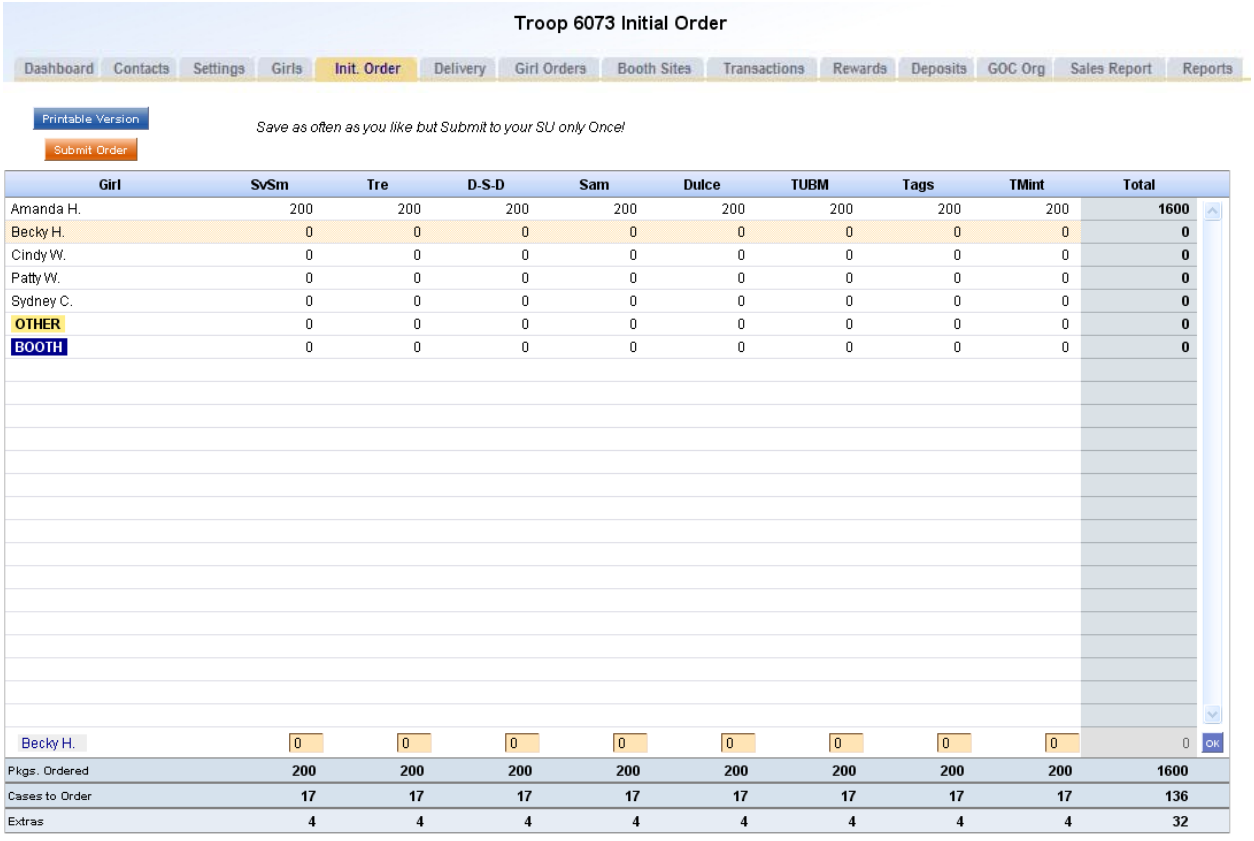
Init. Order Tab

The Init. Order tab is used to enter the troop initial cookie order.

NOTE: Girl level ordering must be done in packages. Not shown here, but you will also see a Gift of Caring column labeled GOC to enter cookies donated through the program. It will be the first column.

Plus, GSGLA has added a CClub column to record Emails sent via the Cookie Club (24+ earns a patch). It will be the last column before Total.

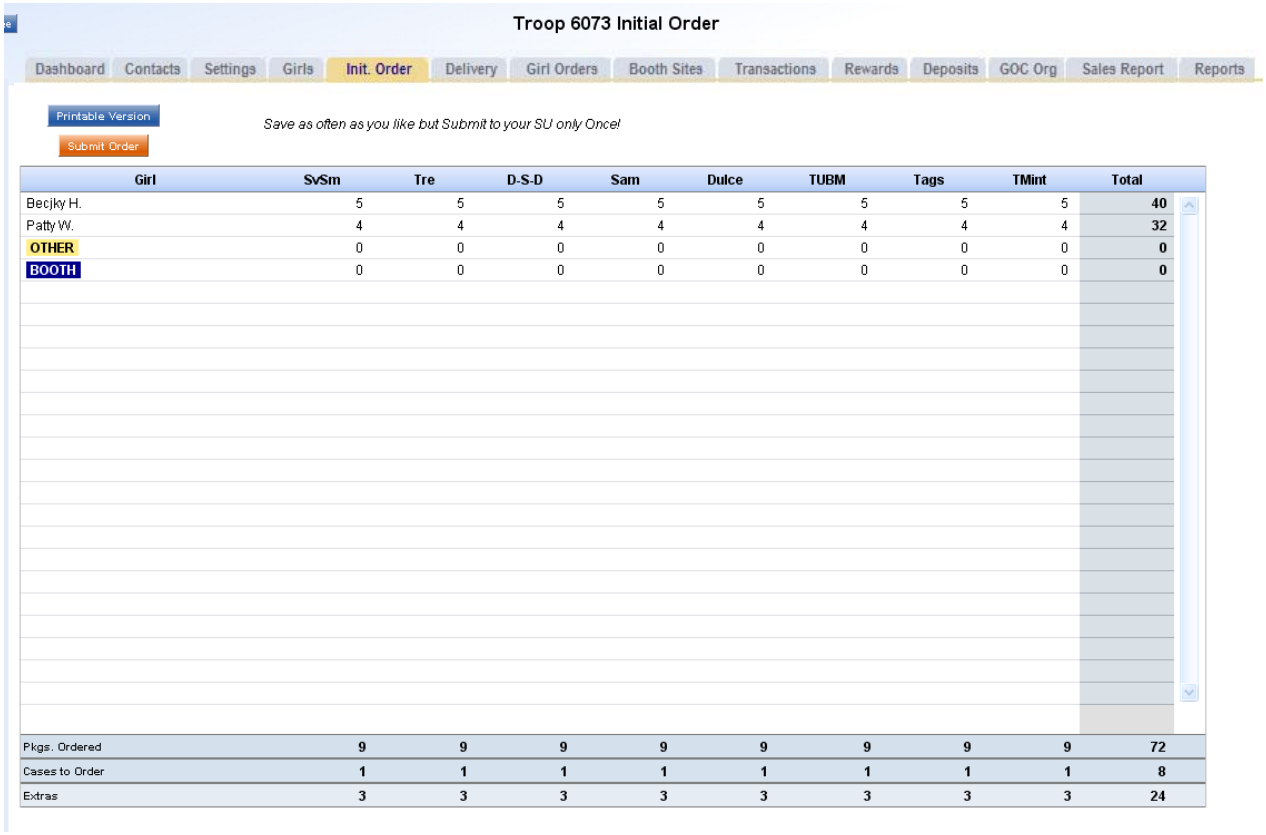
Click on the init. order tab located on the right side of your screen



Girl	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
Amanda H.	200	200	200	200	200	200	200	200	1600
Becky H.	0	0	0	0	0	0	0	0	0
Cindy W.	0	0	0	0	0	0	0	0	0
Patty W.	0	0	0	0	0	0	0	0	0
Sydney C.	0	0	0	0	0	0	0	0	0
OTHER	0	0	0	0	0	0	0	0	0
BOOTH	0	0	0	0	0	0	0	0	0
Becky H.	0	0	0	0	0	0	0	0	0 OK
Pkgs. Ordered	200	200	200	200	200	200	200	200	1600
Cases to Order	17	17	17	17	17	17	17	17	136
Extras	4	4	4	4	4	4	4	4	32

Click on a girl name in the list. The line will highlight. Enter the quantities in the boxes at the bottom. Tab through the line and enter the cookie quantities needed for the girl. Hit the **enter** key or the **OK** button.

NOTE: The girl order totals will include the Gift of Caring numbers, the totals at the bottom of the page, will not include the Gift of Caring numbers as the Gift of Caring column is not part of the physical order.



Girl	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Total
Becjky H.	5	5	5	5	5	5	5	5	40
Patty W.	4	4	4	4	4	4	4	4	32
OTHER	0	0	0	0	0	0	0	0	0
BOOTH	0	0	0	0	0	0	0	0	0
Pkgs. Ordered	9	9	9	9	9	9	9	9	72
Cases to Order	1	1	1	1	1	1	1	1	8
Extras	3	3	3	3	3	3	3	3	24

You can also enter orders for booth.

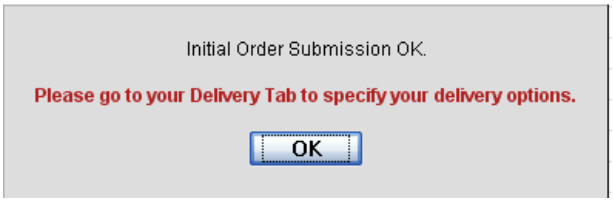
You can enter the troop's booth order here too. Click on the word **BOOTH**. The system will highlight the line. Click in the first input box at the bottom of the page, the line will highlight. **NOTE: The GOC column is not available for booth sales**. Tab through the boxes and enter your cookie quantities. The system will show you the total. Verify the total and press enter or the **OK** button. The system will move the numbers to the **BOOTH** line.

You must click the **Save** button to save your information. The system will display that it is saving the information.

To print the order, click the **Printable Version** button.

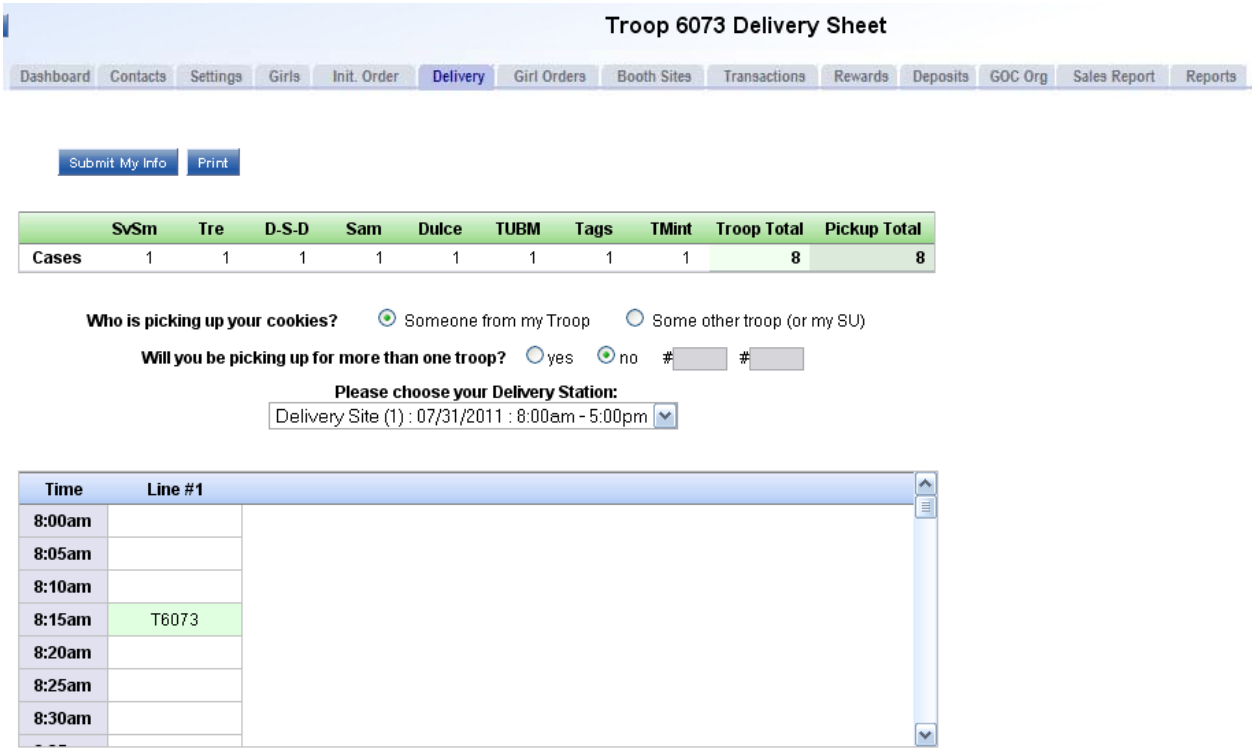
Submit Order – This button is used to submit a troop order to the service unit. You must still click this button for the system to know that this order is done. The system will confirm that the troop order was submitted on the screen and send you an email.

NOTE: You can only submit your order once. If you have changes after you submit, you will need to contact your service unit cookie manager.



Delivery Tab

The delivery tab allows you to select your cookie delivery site and time and also view your delivery information. You may or may not be required to enter information on this tab. The purpose of this tab is for a troop to be assigned to a delivery pick up site for the initial cookie order. In addition, your council may allow you to select your **PREFERRED** pick up time. See your council for specifics.



Answer the questions and select your time by clicking in the box to the right of the time. Click the **Submit My Info** button. The system will confirm your submission.

NOTE: Your council will designate which option(s) you will need to select.

A delivery confirmation page will be available as specified by your council. Click the view confirmation button.

View Confirmation

Troop 6073 Delivery Sheet

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sites | Transactions | Rewards | Deposits | GOC Org | Sales Report | Reports

Aug 2, 2011 at 12:45PM

Signup Print **Please print this page and bring it with you.**

	SvSm	Tre	D-S-D	Sam	Dulce	TUBM	Tags	TMint	Troop Total
Your Cases	17	17	17	17	17	17	17	17	136

Pickup Name: Lemon Grove
Pickup Location: 123 Any St., San Diego 88888
Pickup Date: Saturday, March 10
Pickup Time: 8:40am
ESTIMATED Number of Vehicles:
(you will need ONE of the following)

- 4 Compact Cars
- 3 Standard Cars
- 2 Station Wagons
- 2 Standard Pickups
- 1 SUV/Minivan
- 1 Standard Van
- 1 Moving Van

Message from your Delivery Clerk

Please be prompt.

Helpful Hints

1. Bring people to help, but remember, people take up room just like cookies, so adjust the number of vehicles accordingly.

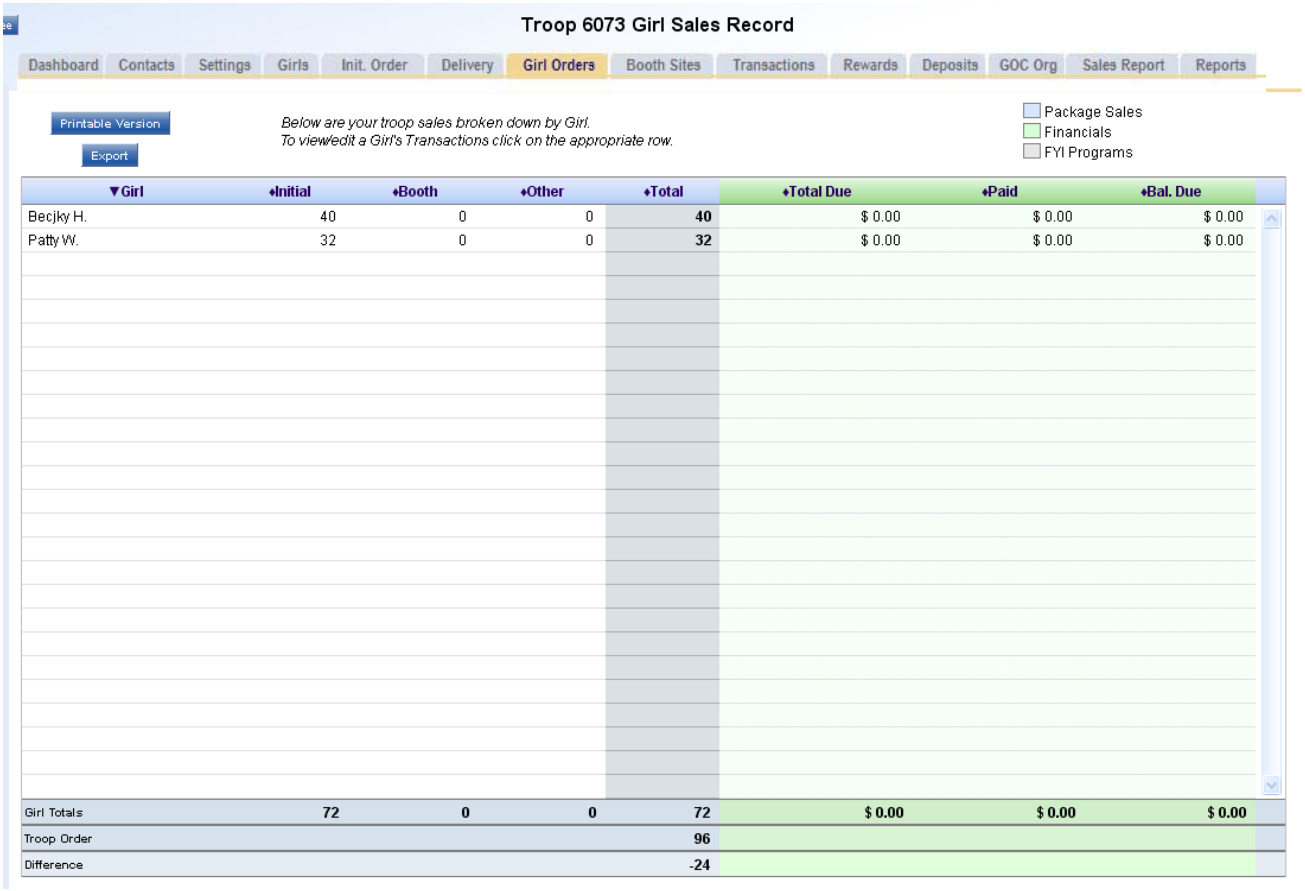
2. Every effort will be made to respect your delivery time. But sometimes it's not possible to have everyone pickup at their exact time. Please be patient. We're all here to have fun and get the cookies!

Signature

Girl Order Tab – Category Format

This tab allows you to enter by girl, additional cookie orders, booth sales packages sold, Gift of Caring pkgs and payments. You can add a comment on each row. There are two views of the girl orders. You can see a summary troop view or each girl's detail. The system defaults to the troop summary view. Your girl transactions cannot exceed the troop package total.

Troop Summary View



▼Girl	♦Initial	♦Booth	♦Other	♦Total	♦Total Due	♦Paid	♦Bal. Due
Becjky H.	40	0	0	**40**	$ 0.00	$ 0.00	$ 0.00
Patty W.	32	0	0	**32**	$ 0.00	$ 0.00	$ 0.00
Girl Totals	**72**	**0**	**0**	**72**	**$ 0.00**	**$ 0.00**	**$ 0.00**
Troop Order				**96**			
Difference				**-24**			

The troop summary view shows a total row for each girl. The girl order tab will no longer track cookies by varieties. Cookies orders are now in columns by types of sales – initial, booth and other.

Initial – These cookies were sold at initial order time and this number will match the girl's order on the initial order tab. This number is locked and cannot be changed on the girl order tab. To change this number, it must be changed on the initial order tab (and cannot be changed at all after the initial order has been submitted).
Booth – These cookies are the cookies the girls sell at the booth sites.

Other – These are additional cookies that are sold after the initial order but are not sold at a booth sale. This could include additional sales to customers, walk-abouts, etc.
Total – Total of cookies sold by the girl.
Total Due – This figure is calculated by taking the total cookies sold and multiplying that by the selling price to the customer.
Paid – This column will display all payments made by the girl to the troop.
Bal Due – This is the balance that is still due from the girl.

There are additional column(s) for tracking Gift of Caring and Cookie Club Emails; they will be the first and last columns, respectively.

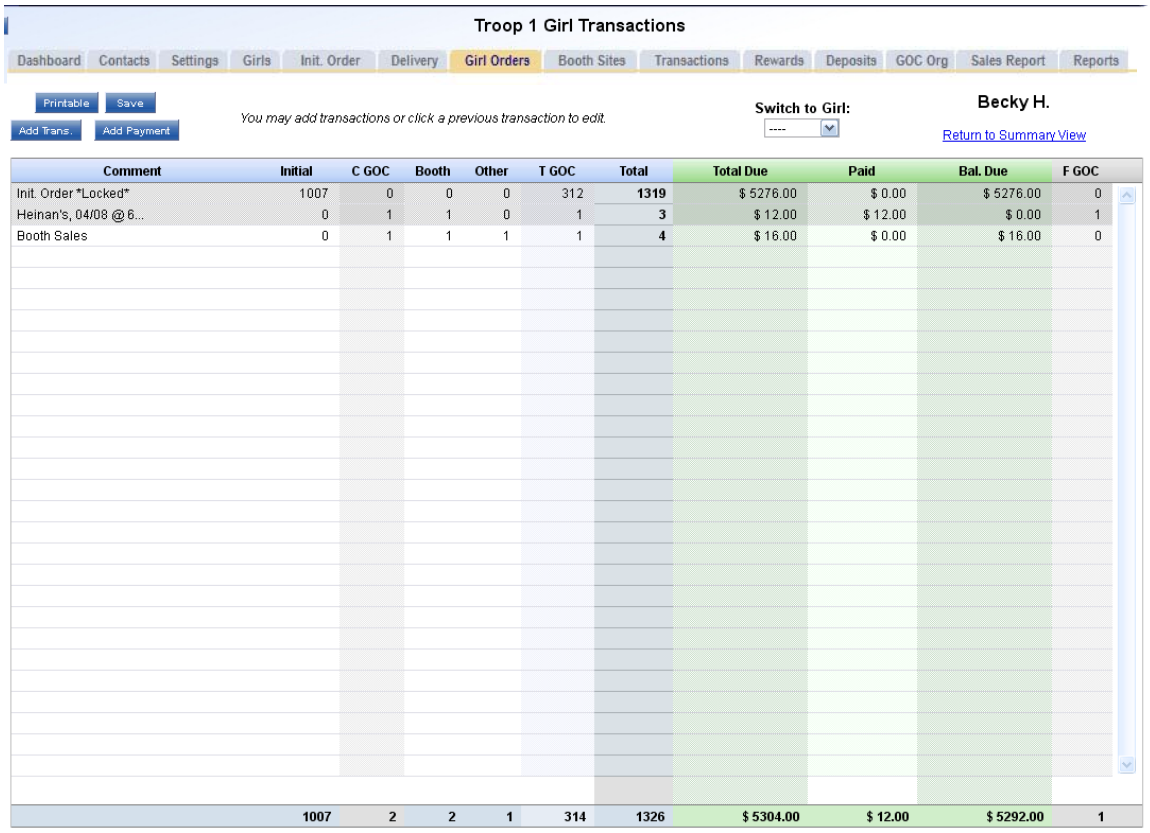
The system will tell you how many cookies you have ordered through the initial order, cupboard/depot pickups, and/or troop transfers. It will then tell you the difference between what has been allocated to the girls. This will help to ensure that you allocate all the cookies received to your girls.

Girl Totals – This line shows you all the cookies that have been allocated to the girls. Your goal is to match the total number for the girl totals line to the total number for the troop order line.

Troop Order – This line shows you all the cookies the troop has received either via initial order, troop-to-troop transactions, pick-ups from the service unit and/or cupboard. These packages are ultimately what the troop is responsible to pay for. This line will update throughout the cookie sale.

Difference - This line is to help you know if you need to allocate more cookies to girls or if you have over allocated. The goal is that the total column on the Difference row will be 0 by the end of the sale. As you assign cookies to girls, the girl total line will be updated. As transactions are posted to your troop (see the transaction tab or sales report for details), the troop order line will be updated.

Girl View



Comment	Initial	C GOC	Booth	Other	T GOC	Total	Total Due	Paid	Bal. Due	F GOC
Init. Order *Locked*	1007	0	0	0	312	1319	$ 5276.00	$ 0.00	$ 5276.00	0
Heinan's, 04/08 @ 6...	0	1	1	0	1	3	$ 12.00	$ 12.00	$ 0.00	1
Booth Sales	0	1	1	1	1	4	$ 16.00	$ 0.00	$ 16.00	0
	1007	2	2	1	314	1326	$ 5304.00	$ 12.00	$ 5292.00	1

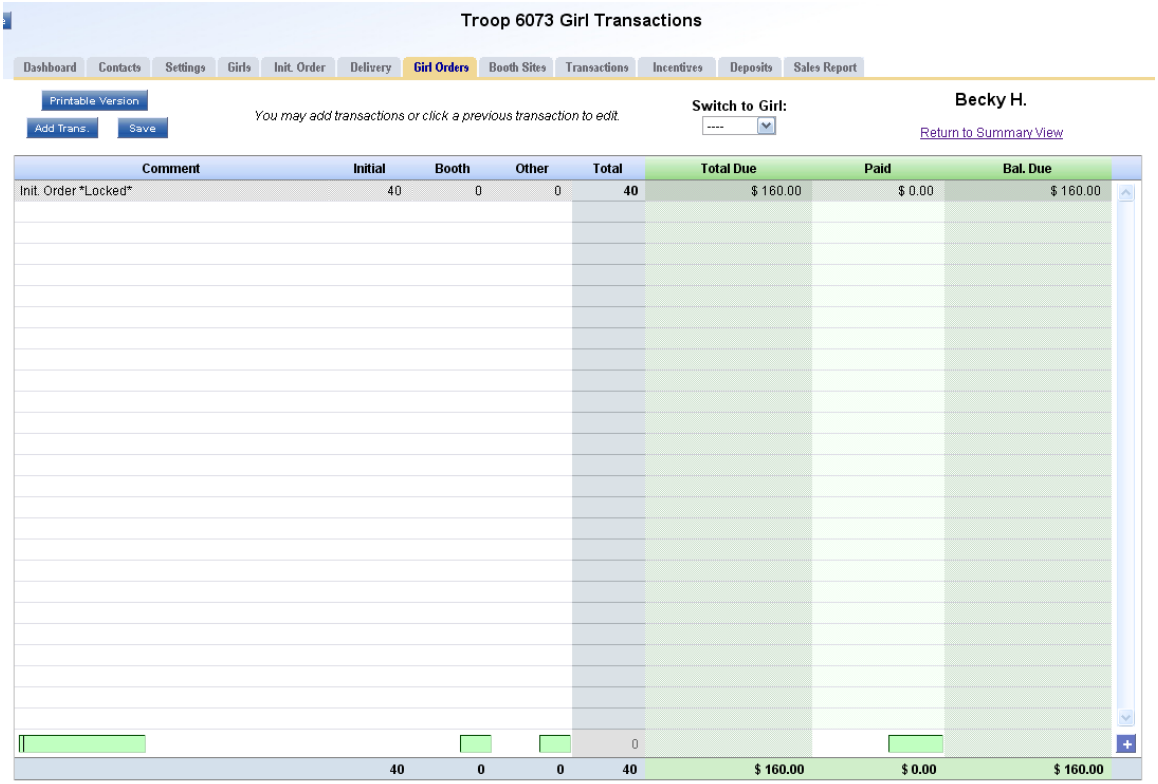
The girl view will show you the detail transactions for the girl. The first row will usually show the initial order which is locked and cannot be changed on this screen. You will need to change these numbers on the initial order tab. If the initial order tab is unavailable you would need to contact your appropriate council staff/volunteer.

Printable – This button allows you to print a listing of all the information for the girl.
Add Trans – This button allows you to add transaction(s) to the girl. You may add as many transactions as necessary. You can enter in cookie transactions, payment transactions or both in one transaction.
Add Payment – This button allows you to add only a payment. You may add as many of these transactions as necessary.
Save – This button is to save the transactions you have created. If you do not save your data, you will lose that data. You do not have to save after every transaction but must save before you leave the screen to avoid losing your data.
Switch to Girl – This allows you to enter transactions for another girl without having to always go back to the troop view. Click the dropdown arrow and select a girl name.

Return to Summary View – This link allows you to return back to the troop summary view. Any transaction entered will automatically be displayed on the summary view.

Adding Additional Cookie Orders

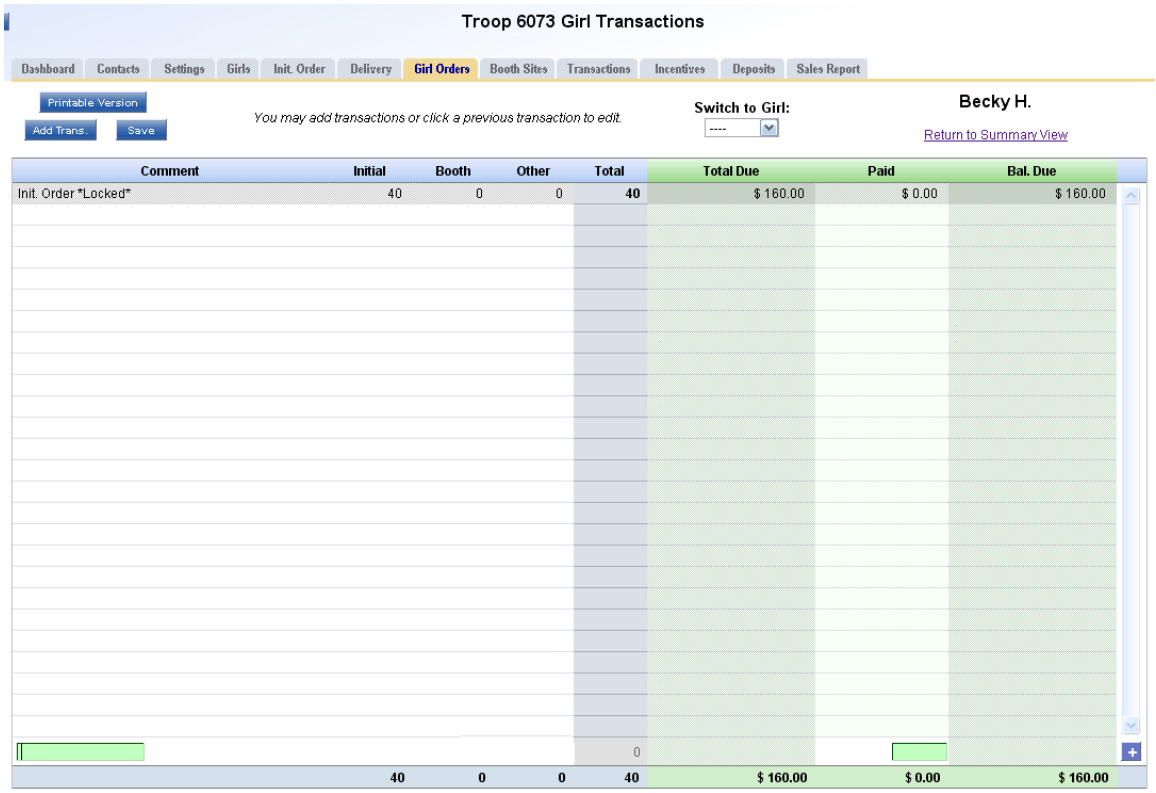
Click the **Add Trans** button. The line will highlight. Double-click at the bottom of the page in the comment box.



In the boxes below, key in a comment and the additional cookies using the tab key to move through the columns. You can also enter in a payment at the time of entering in the cookies. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).

Adding Only Payments

You may add a payment to any available line in a girl record. To enter a payment, click the **Add Payment** button. You then double-click in the paid box at the bottom of the screen. Click the Enter key to end the data entry OR click the OK button. The information will be displayed on the grid. Click the **SAVE** button to save the transaction(s).


Troop 6073 Girl Transactions
Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders
Booth Sites
Transactions
Incentives
Deposits
Sales Report
Printable Version
Add Trans.
Save
You may add transactions or click a previous transaction to edit.
Switch to Girl:
Becky H.
Return to Summary View
Comment
Initial
Booth
Other
Total
Total Due
Paid
Bal. Due
Init. Order *Locked*
40
0
0
40
$ 160.00
$ 0.00
$ 160.00
0
40
0
0
40
$ 160.00
$ 0.00
$ 160.00

Printing, Exporting, Saving

Printable Version – click this button to have the system provide you a screen to print your worksheet. This button is available on the Troop summary screen and on the Girl Sales detail screen.

Export – click this button if you want to download this information to save as an html file or cut and paste into another program. This is available on the Troop Summary screen only.

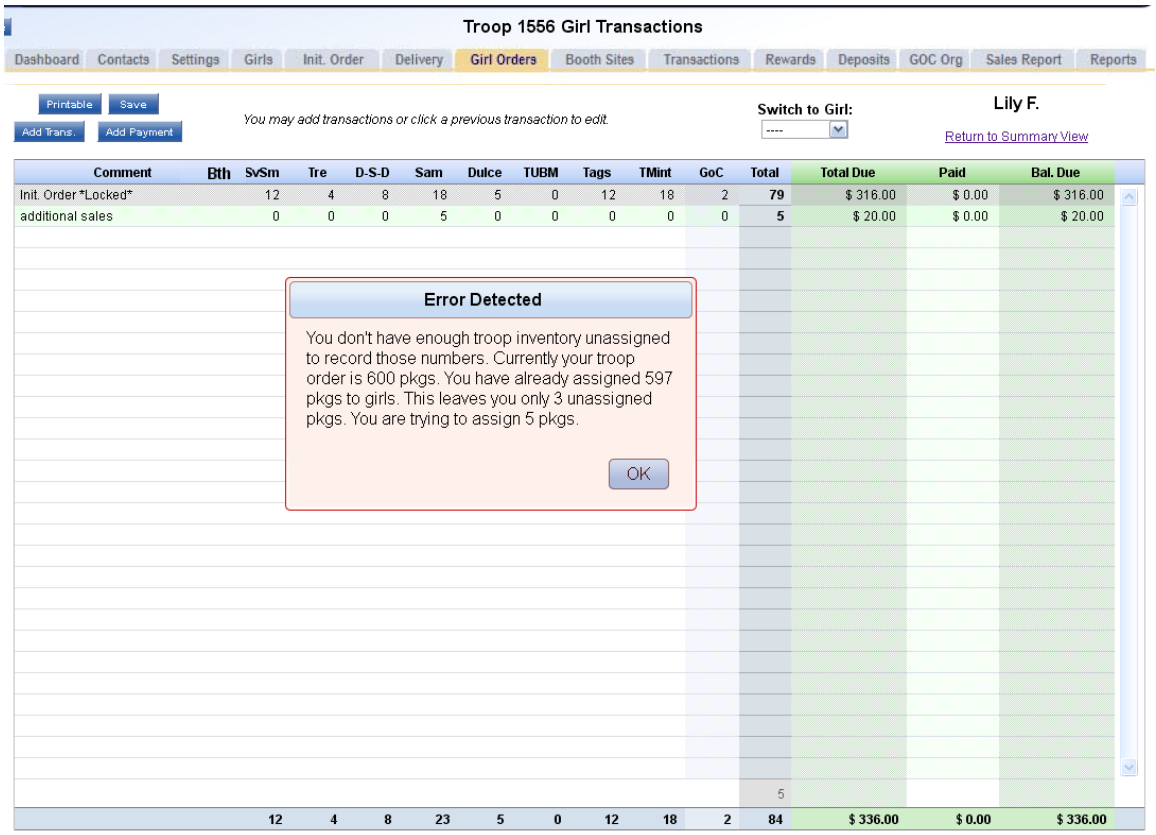
SAVE – You must click this button to save the information you keyed in this screen. The system will display a screen as it is saving your data. Once this box goes away, your data is saved. This button is found on the girl sales detail screen.

Troop Summary Screen

Girl Detail Screen

Girl Order Tab – Lock Transaction Option

Your council may lock the girl transactions so that you cannot over allocate packages. This means that eBudde will not allow more packages to be given to the girl than the troop has ordered and/or picked up from the cupboard. If you try to over allocate packages, eBudde will give the following message:



Keep this in mind if you as a troop give boxes away. Example: If your troop initial order is 100 packages and you distribute those 100 packages to the girls; you will not get any errors. If you create a troop transaction that moves cookies from your troop to another for 2 boxes, the next time you go to any girl record, you will get the message above. The best practice is to update your girl order tab before you create your transaction to avoid errors.

Booth Sales

The Booth Sale tab where a troop can sign up for a council booth site and/or request a troop booth sale.

Click the Booth Sales tab to use the Booth Sale system.

Free Slots

Pressing the Free Slots button will give you a screen to select your criteria for finding available booth slots. You can search using multiple criteria. Once you have entered your criteria, click the **Get Report** button. If you decide not to look for free slots, click the **Back** button.

Specify Any Filter Criteria You'd Like:
Business Name:
City:
State:
(ex: NY)
Zip:
Dates and times can be entered in many different formats, including things like "tomorrow" and "2 weeks from today", but if you get errors, or odd behavior, formats like "2/1/2011" and "8:00pm" are the best to use.
Starting Date:
Ending Date:
Start Time after:
Start Time before:
Get Report
Back

The system will report back any available slots according to your criteria.

Becky Testing Council Available Booth Sites

Jul 6, 2011 at 02:42PM

Business	Address	City	State	Zip	Date	Time	End Time
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:00 AM	8:30 AM
Cub Foods	10520 France Avenue South	Bloomington	MN	55431	Mon, 2/1	8:30 AM	9:00 AM

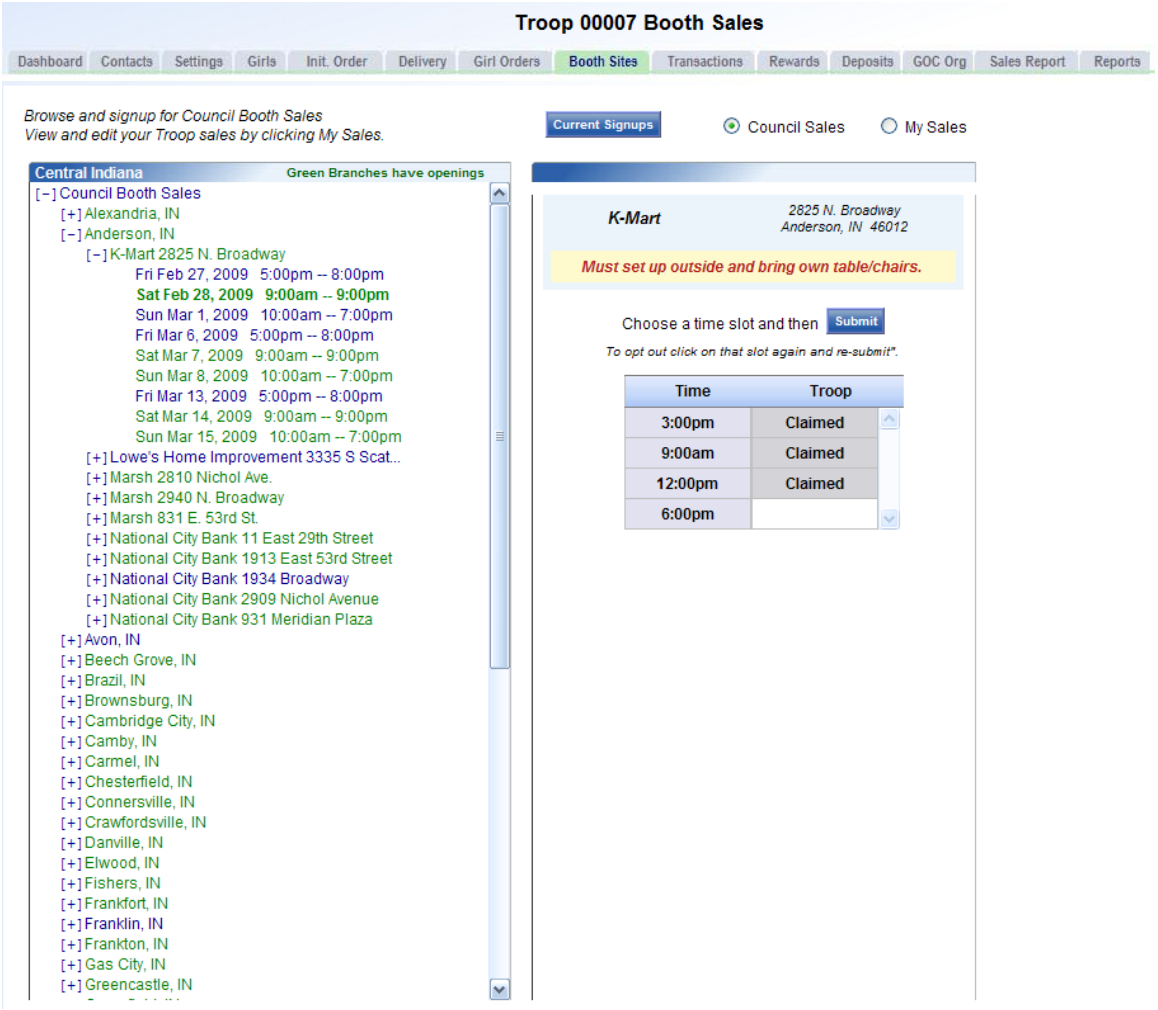
Current Signups - To check on your troop's booth sale locations at any time, click on the **Current Signups** button. A separate window will pop up to show you your locations. This report will show council sponsored booth sites and approved troop requested sites.

Troop 6073 booth sale signups Print Signups Jul 6, 2011 at 02:47PM

Business	Location	Notes	Date	Start Time	End Time	Duration	Created By
Brown College	1440 Northland Drive 3rd floor near Megabyte Cafe Mendota Heights, MN 55120	Set up at the 3rd floor outside the Megabyte Cafe.	07/23/11	11:00am	1:00pm	02:00	Council
Becky;s Pizza Parlour	12345 Any St. Minneapolis, MN 99999		07/25/11	9:00am	5:00pm	08:00	Troop

Council Sponsored Booth Sales (Council Sales)

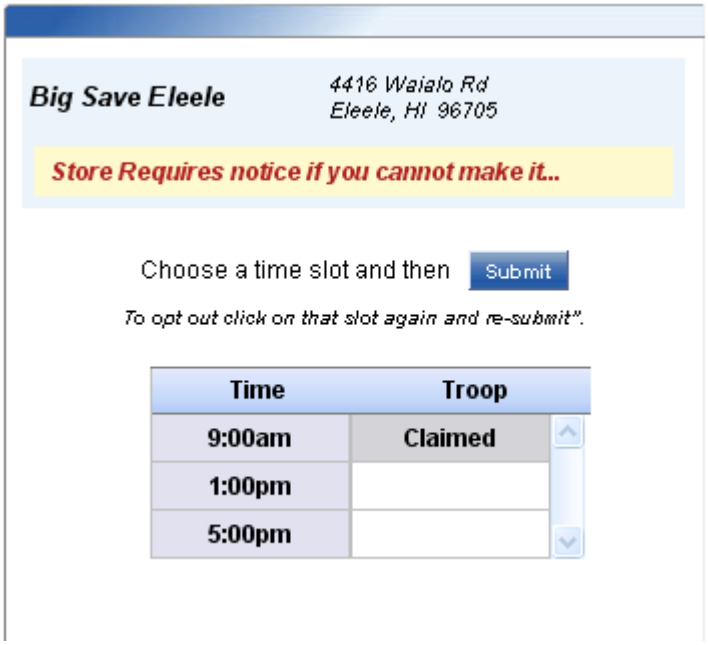
These are booth sales sites that are scheduled by your Service Unit Cookie Program Chair and added by council staff. They are open to all troops (see the Troop Guide for more info, as the first round is Home SU only). There are rules to how many and when these sites can be selected per round (again, see your Troop Guide). Each location name will include the Service Unit name as well.



To begin selection of your Council Booth Sales, click on the plus sign next to the city in which you are interested in holding a booth sale. Then choose the store and location by clicking on the plus sign next to it. Choose the date and time range you are interested in by clicking directly on the text. This will bring up a small screen on the right which will show the available time frames.

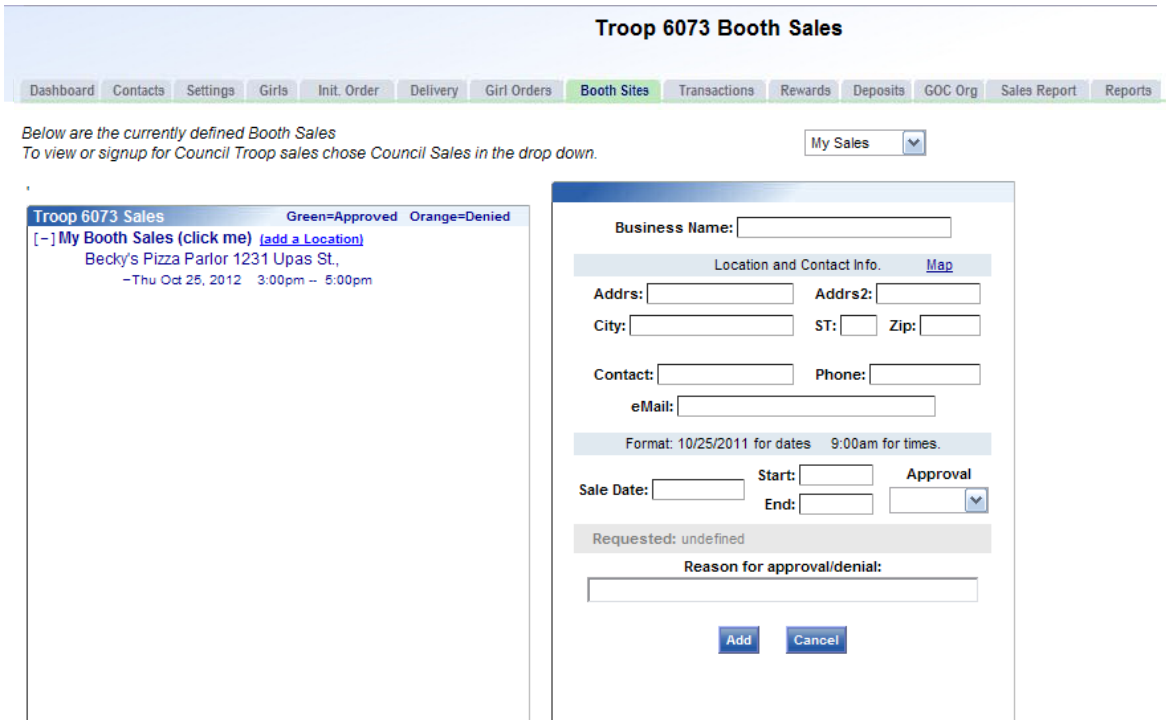
To select the time period, click on the space to the right of the time that you are interested in. To deselect it, you just need to click the space again. Once

selected, click on the submit button to reserve your location and time. You will receive a message that your time is reserved. Click OK on the message window to proceed. **NOTE: IF you do not see the message, your time slot was NOT reserved. Be sure to wait for the message and Click OK.**

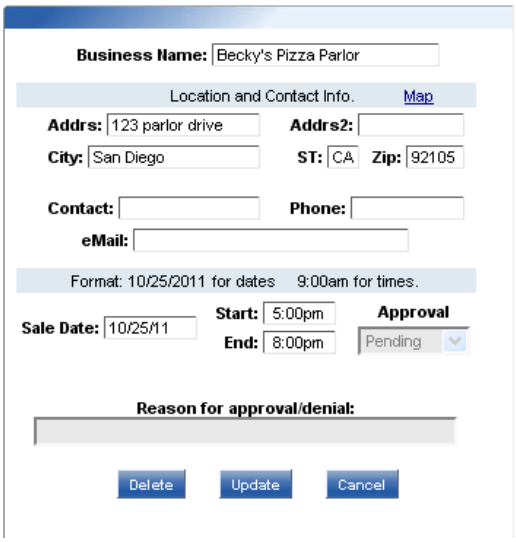


Troop Booth Signup Request (Optional)

GSGLA allow troops to request personal booth sites through eBudde – these are for unique and special opportuntiies and can be approved or denied by your SUCPC or council staff. eBudde has a process for approving/denying requests and you can see the status of your request once submitted.

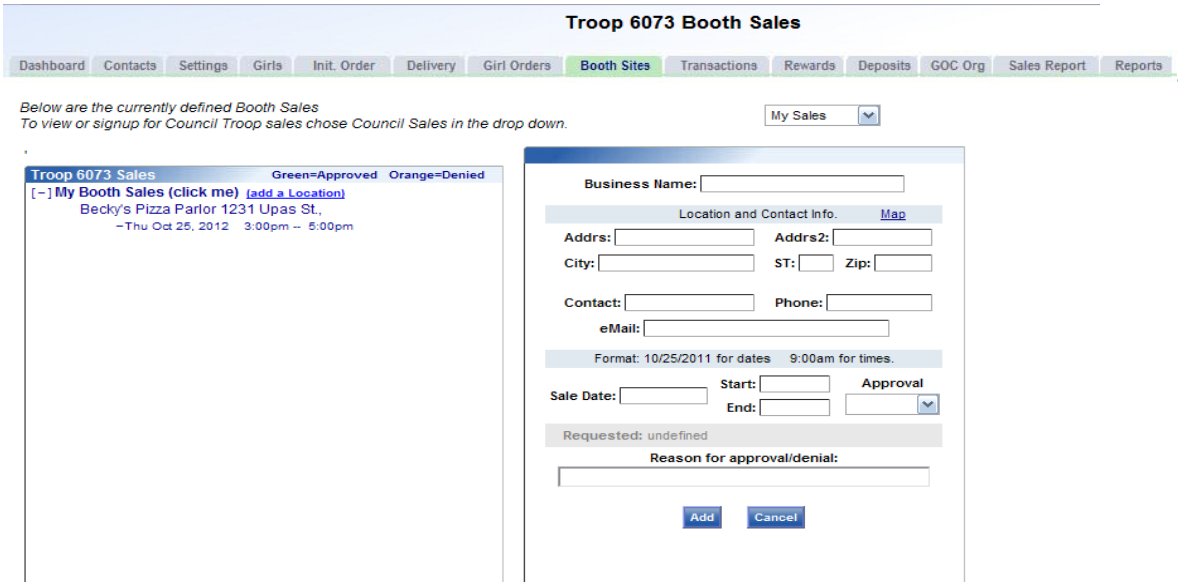


Use the dropdown to select the **My Sales** option. Click on the text of Add a Location. A window on the right will be displayed so you can enter the information necessary. Click **Add** once all the information is entered. The system will display a confirmation window. Your request is in a **Pending** status until reviewed. It will be approved or denied by an authorized council designated person. (*You will not see the Approval drop down nor the Reason for approval/denial field as a troop, but your SUCPC will*)

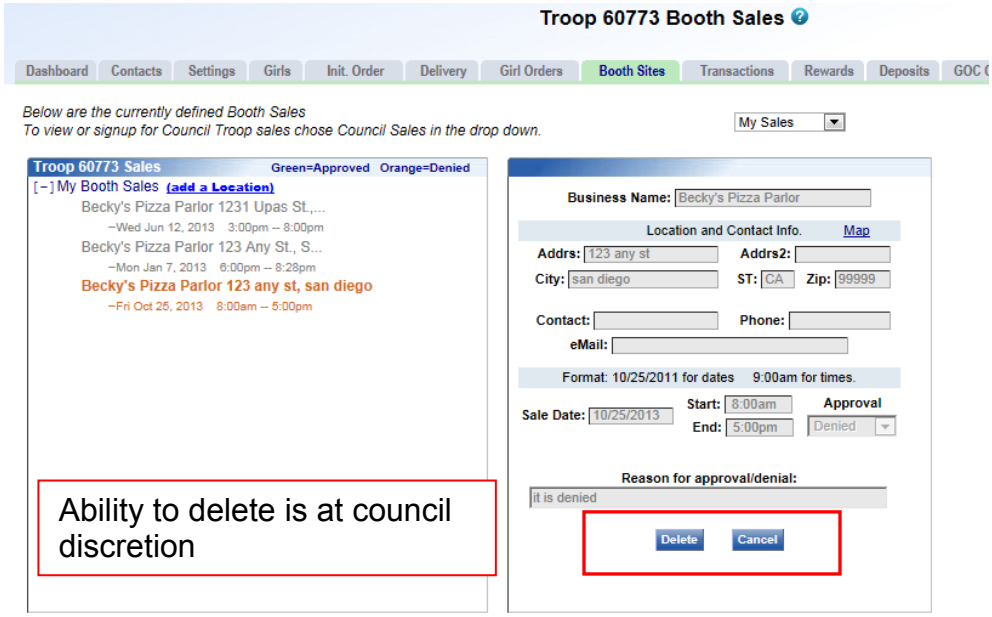


On the left, the color-coding helps identify the status of the request.
Blue location indicates that the request is pending
Green location indicates that the request has been approved
Orange location indicates that the request has been denied

You can also look over to the right and view the status in the box labeled **Approval**. You also can view any messaging on approval/denial process.

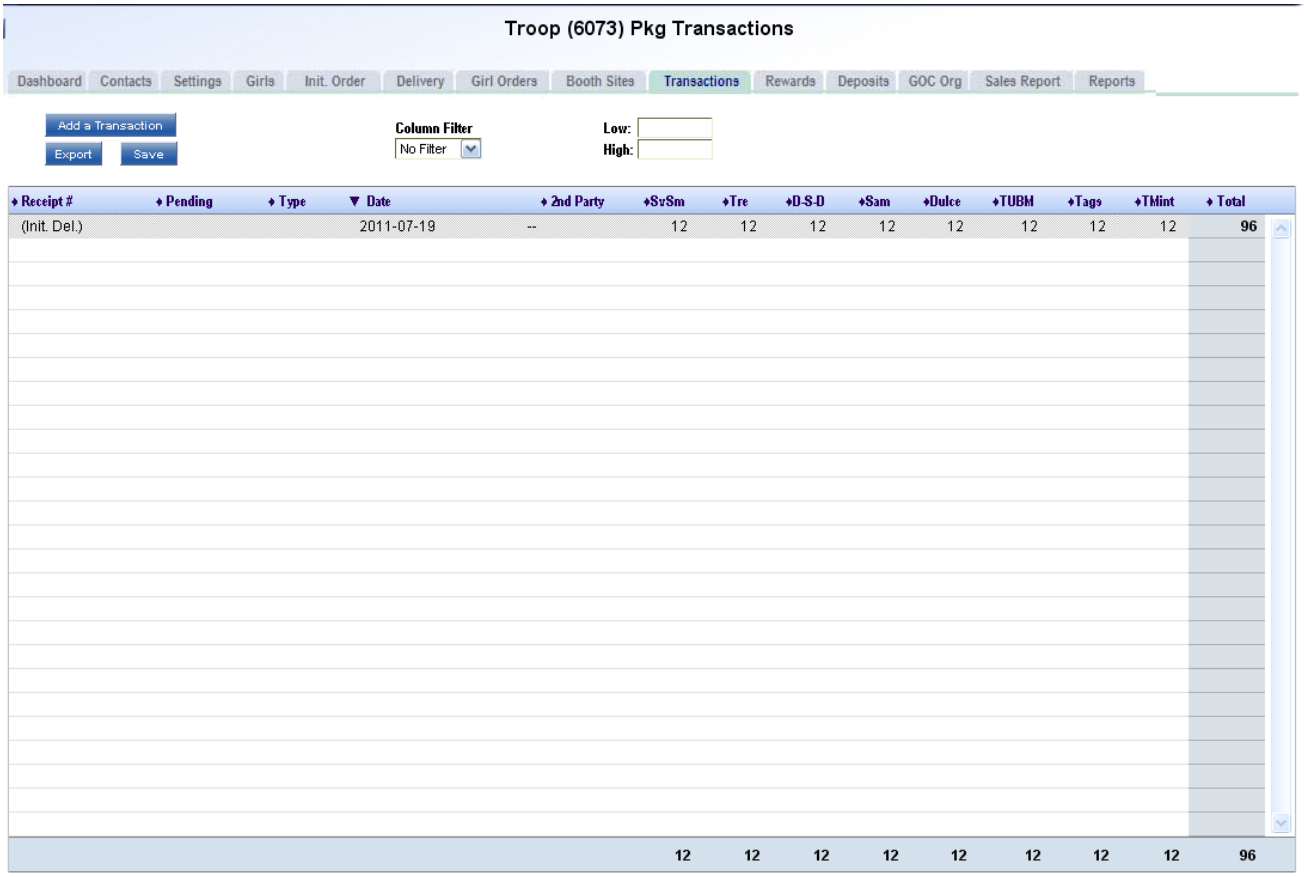

Troop 6073 Booth Sales
Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits GOC Org Sales Report Reports
Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.
My Sales
Troop 6073 Sales
Green=Approved Orange=Denied
[-] My Booth Sales (click me) (add a Location)
Becky's Pizza Parlor 1231 Upas St.,
-Thu Oct 25, 2012 3:00pm -- 5:00pm
Business Name:
Location and Contact Info. Map
Addrs: Addrs2:
City: ST: Zip:
Contact: Phone:
eMail:
Format: 10/25/2011 for dates 9:00am for times.
Sale Date: Start: End: Approval
Requested: undefined
Reason for approval/denial:
Add Cancel

You can delete your booth ONLY if the request is pending.


Troop 60773 Booth Sales
Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits
Below are the currently defined Booth Sales
To view or signup for Council Troop sales chose Council Sales in the drop down.
My Sales
Troop 60773 Sales
Green=Approved Orange=Denied
[-] My Booth Sales (add a Location)
Becky's Pizza Parlor 1231 Upas St.,...
-Wed Jun 12, 2013 3:00pm -- 8:00pm
Becky's Pizza Parlor 123 Any St., S...
-Mon Jan 7, 2013 6:00pm -- 8:28pm
Becky's Pizza Parlor 123 any st, san diego
-Fri Oct 25, 2013 8:00am -- 5:00pm
Business Name: Becky's Pizza Parlor
Location and Contact Info. Map
Addrs: 123 any st Addrs2:
City: san diego ST: CA Zip: 99999
Contact: Phone:
eMail:
Format: 10/25/2011 for dates 9:00am for times.
Sale Date: 10/25/2013 Start: 8:00am End: 5:00pm Approval Denied
Reason for approval/denial:
it is denied
Delete Cancel
Ability to delete is at council discretion

Troop Transactions

The troop transaction tab is a listing of all cookies ordered, additional cookie pickups, and troop-to-troop transfers (council option). Your council will instruct you on what transactions you are allowed to make. If you do not have an **Add a Transaction** button, you are not allowed to do any data entry on the transaction tab.



Initial Order Transaction

The initial order transaction will show up once you submit your order to the service unit. It will have receipt # of (Init. Del.) . It will always be locked to changes. If it is not correct, see your council who can adjust appropriately.

Troop transactions fror Other Sources

The transactions tab will also list cookie transactions from any other source that the council has available.

Pending troop orders (optional)

Troops can now place pending cookie orders to service units and/or cupboards. The status of the order will display in the **Pending** column

Inventory Balances

The inventory balance located at the bottom of the screen is a tool for the troop cookie person to know what cookies they are responsible for.

Navigating the Transaction Form

The columns listed from left to right are as follows:

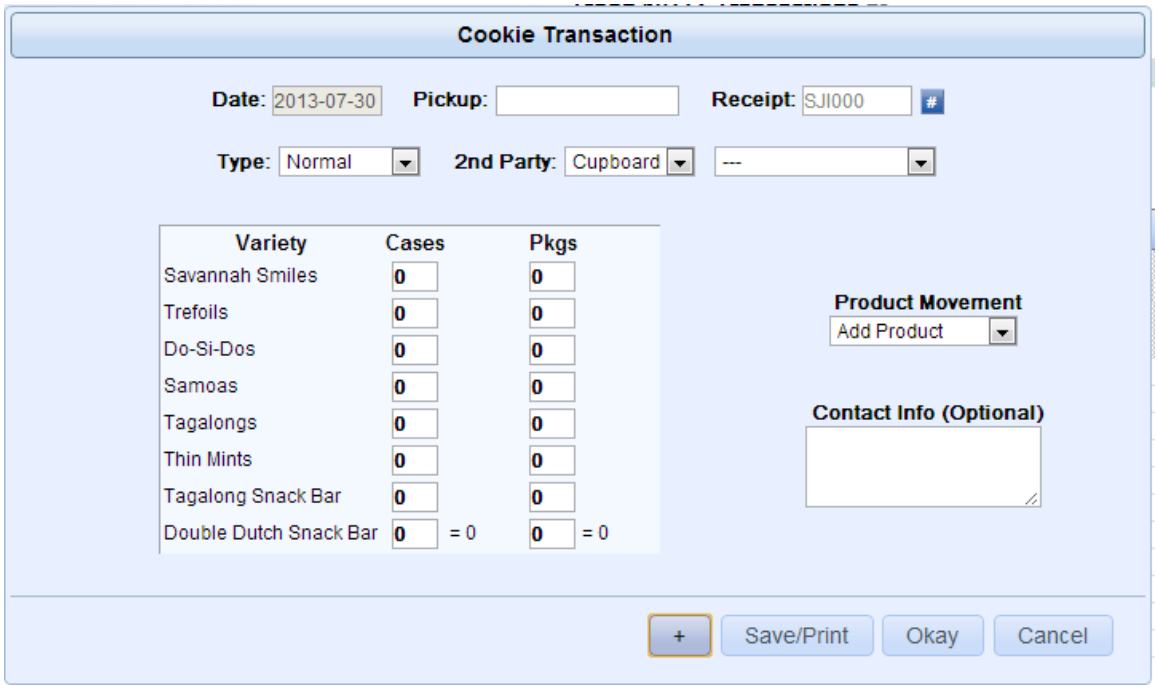
Receipt # - This is the receipt code of the transaction
Pending – This shows if the order is pending.
Type – A reference for your council
Date – This is the date of the transaction
2nd Party – This is whom the cookies are going to or coming from
SvSm– Savannah Smiles
Tre – Trefoils
D-S-D – Do-Si-Dos
Sam – Samoas
Tag – Tagalongs
TMints – Thin Mints
Total – Total of all varieties

You will notice that there is a sign before each of the column headers. This allows you to sort the records in whatever order you prefer. The system default is by date. Clicking on the sign will activate, deactivate or change the sort type
▼ Sort from smaller or earliest to larger or latest
▲ Sort from larger or latest to smaller or earliest
► Not sorted by this column

Column Filter – The column filter allows you to search and selectively display by any of the columns available. The default is **No Filter**. This will display all transactions. You use the drop down box to select your search/display column. In the **Low and High** boxes you enter the range that you want to see displayed on the page. Tab through the boxes and **hit tab** after entering the information in the High box.

Create a product transaction

To create an inventory transaction, left-click the **Add a Transaction** button. The system will display a product transaction form.



Date – enter the date of the transaction. The system will default to the current date or the previously keyed date

Pickup – You can specify a preferred pickup date and time. **NOTE: the calendar includes all dates and times that exist in nature, but Cupboards only have certain dates and times, so you must selecte a Date based on the *days and hours your Cupboard of choice is open*. Orders are not prepulled and so selecting a Time is not necessary, just be sure to arrive only during cupboard hours.**

Receipt – This is a fifteen character alphanumeric field that you may use for reference to the transaction. **NOTE: This box cannot be left blank. eBudde will default to an automated number. If you need to key your own receipt number, you can override just by keying in the box. If you key in the box by mistake, click the # button to have eBudde create a receipt number for you. For exchanges, enter Exch (or as directed by your PSM via your SUCPC); for Consignments, entered Consg (as directed).**

Type – Select type of transaction.

Normal – Transaction with no specific designation
Booth – Transaction is for a booth sale

Second Party – this refers to the other party that is getting/giving the cookies. Is the transaction you wish to enter with a cupboard, another service unit or a troop? You would select it by clicking the drop down or typing in the first letter. You then enter the number of the second party – troop number, cupboard name/number.

Product Movement: You have two options. Remove Product or Add Product - If cookies are being added to your troop, click Add Product. If cookies are being removed from your troop, click Remove product.

Enter the quantities of product in either cases, packages or both. The system will total the information for you so you can verify accuracy.

Contact Info – This is for you to provide contact information so the other party has this information if needed. ***It says optional, but GSGLA would like ALL Cupboard transactions to include pick-up person's name, phone and, if applicable, email address.***

The add more button allows you to create multiple transactions by going to an entry form immediately. Click or press the spacebar on this button to activate.

Left-click **Okay** to save the transaction. Left-click **Cancel** to leave the form without saving.

You then must click **Save** to save the transaction(s) entered. The system will warn you if you do not save the worksheet as your data will not be saved.

Save and Print – This button has two functions. It will print a receipt **AND** save the transaction. This button replaces the **Receipt** button. The receipt button only printed the receipt and did not save the transaction unless you clicked the save button on the summary grid.

Create a Pending Order Request for a Cupboard

A troop can create a pending cookie order request for a cupboard on the transaction tab. The order is created automatically if the following options are selected on the product transaction form:

Second Party: Cupboard is selected and a cupboard name/number is entered
Product Movement: Add Product is selected

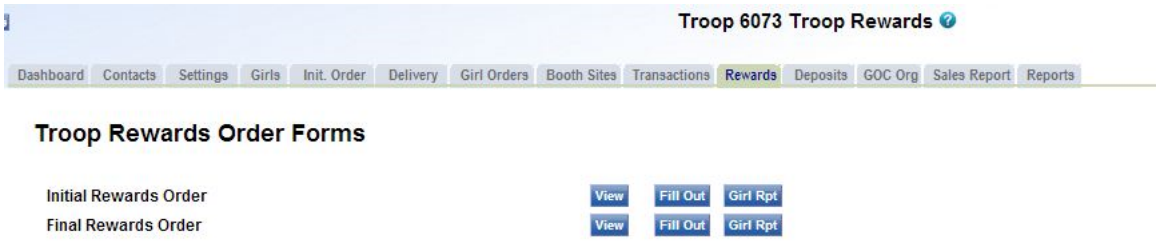
When you click Okay and the transaction is displayed on the grid, you will see a yes under the pending column.

It will become "locked" after the order is processed (the order has been picked up and signed for).

Rewards Tab

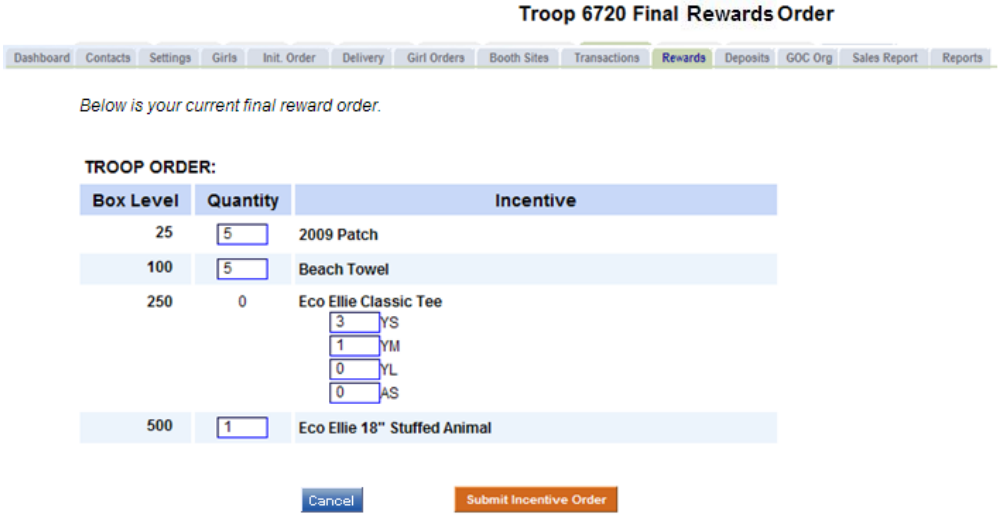
There are two methods of entering in rewards. The rewards tab is for troops placing a compiled troop reward order. You may also create reward orders by girl.

Troop Reward Order



For this example we will be working with the Final Rewards Order. The **View** button allows you to see the rewards order. The **Fill Out** button is for entering the troop order.

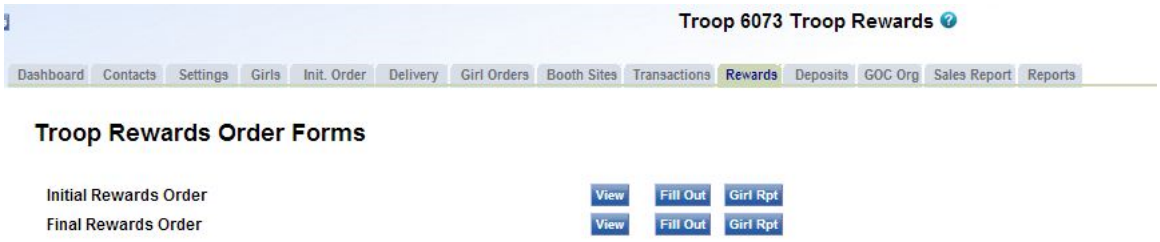
Click the **Fill Out** button. The system will display all the rewards available for selection.



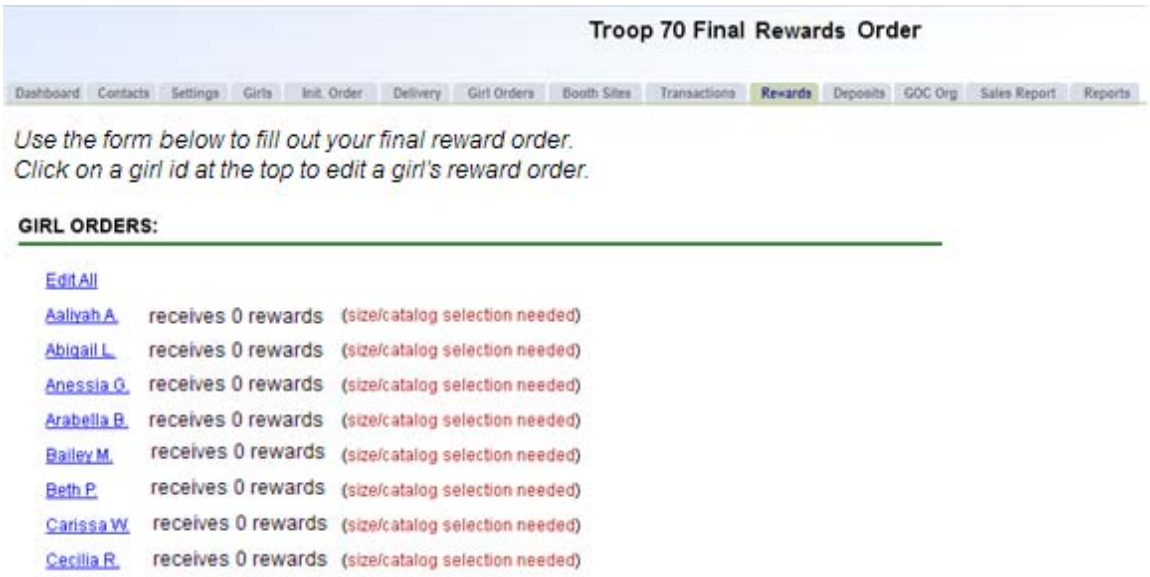
Enter in the quantities for the troop reward order. Tab through the boxes. Click the **Submit Reward Order** to submit the order to the service unit. Click the **Return to Report List** button to return to the previous screen.

Individual Girl Reward Order

The eBUDDE system automatically will calculate the girl orders based on their boxes sold under the Girl Orders tab. The only thing you will have to do is enter sizes (if appropriate), verify totals and submit your order.



For this example we will be working with the Final Rewards Order. The **View** button allows you to see the rewards order. The **Fill Out** button is for entering the girl and troop order.


Troop 70 Final Rewards Order
Dashboard
Contacts
Settings
Girls
Init. Order
Delivery
Girl Orders
Booth Sites
Transactions
Rewards
Deposits
GOC Org
Sales Report
Reports
Use the form below to fill out your final reward order.
Click on a girl id at the top to edit a girl's reward order.
GIRL ORDERS:
Edit All
Aaliyah A. receives 0 rewards (size/catalog selection needed)
Abigail L. receives 0 rewards (size/catalog selection needed)
Anessia G. receives 0 rewards (size/catalog selection needed)
Arabella B. receives 0 rewards (size/catalog selection needed)
Bailey M. receives 0 rewards (size/catalog selection needed)
Beth P. receives 0 rewards (size/catalog selection needed)
Carissa W. receives 0 rewards (size/catalog selection needed)
Cecilia R. receives 0 rewards (size/catalog selection needed)

If you need to enter information for a girl order, the system will tell you. eBudde will point that out to you by highlighting a message in red saying (size/catalog selection needed). Once you have submitted the girl's order, eBudde will display the message in green. (size/catalog selection done).

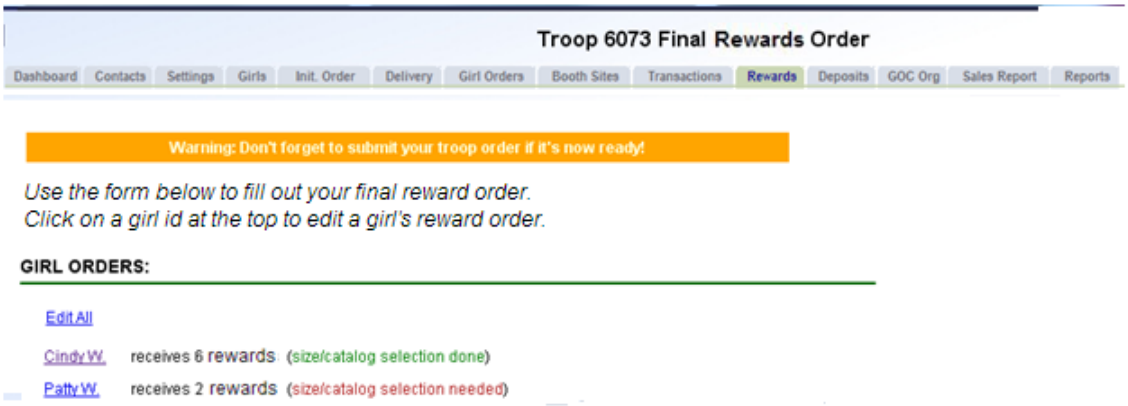
You can now edit all girl orders at the same time or click each girl individually. To update a specific girl you:

Click the girl's name.

The girl screen will vary based on your council reward program. There may be more/less levels. There may be choices to pick one item over another. See your council for specifics on your reward program.

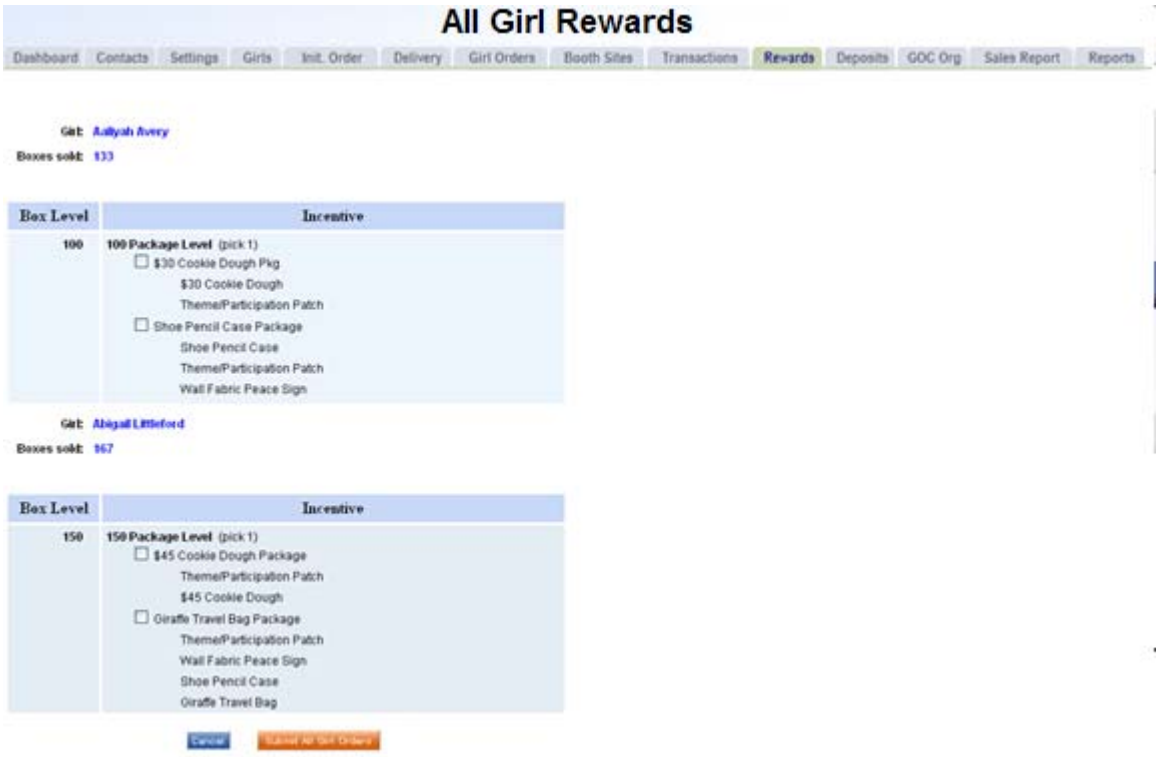
Enter the size for the t-shirt (if not entered when you added/reviewed your girls on the Girl tab). Click the **Submit Girl Order** button. If you do not want to submit the girl order, click the **Cancel** button.

The system will now remind you to submit your troop order after submitting a girl order. There will be messaging displayed for you as a reminder.

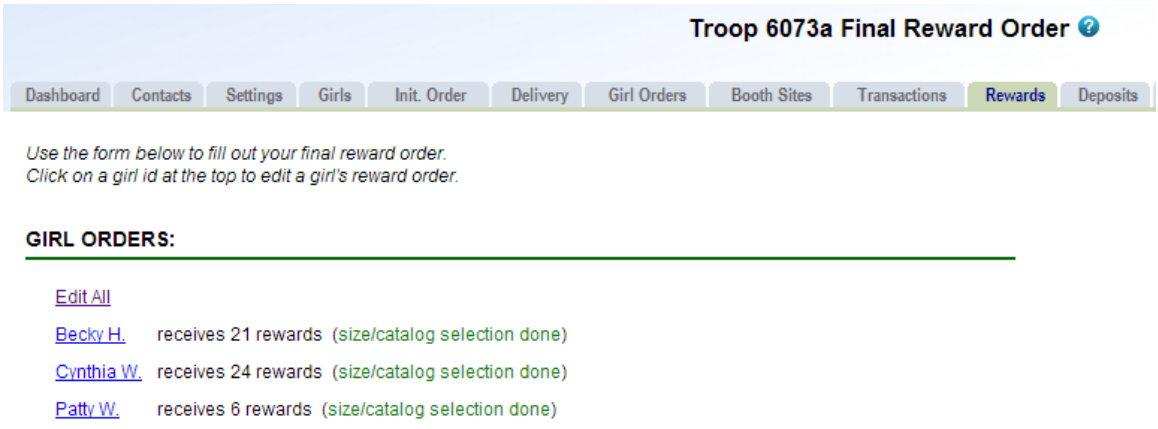

Troop 6073 Final Rewards Order
Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits GOC Org Sales Report Reports
Warning: Don't forget to submit your troop order if it's now ready!
Use the form below to fill out your final reward order.
Click on a girl id at the top to edit a girl's reward order.
GIRL ORDERS:
Edit All
Cindy W. receives 6 rewards (size/catalog selection done)
Patty W. receives 2 rewards (size/catalog selection needed)

OR you may now click the Edit All link.

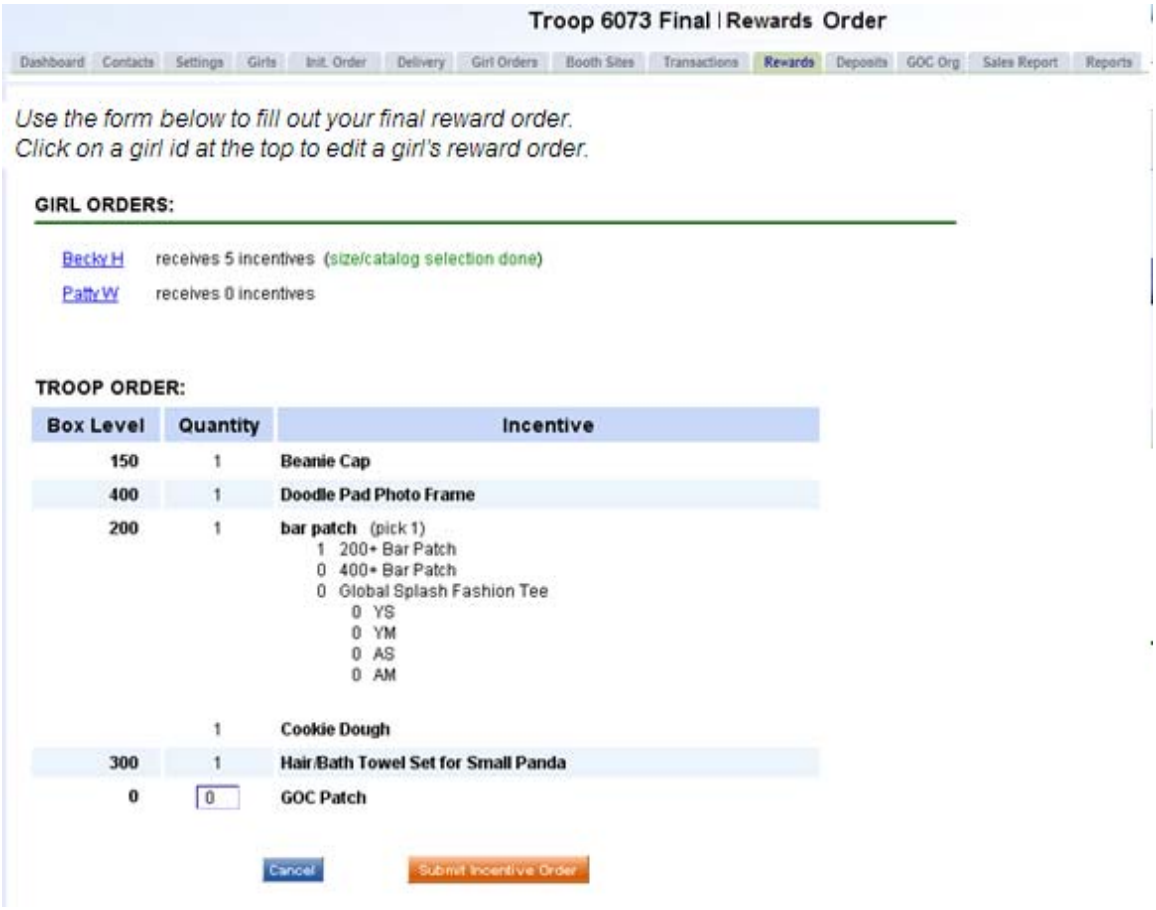
When you click the Edit All link, eBudde will display all the girls in the troop and their boxes sold and t-shirt sizes. It will then list the rewards the girl has earned. If there are choices or sizes, you will select all those selections for all the girls before you submit.



Once you have updated all the girl rewards and submitted, eBudde will show that the selections were completed.



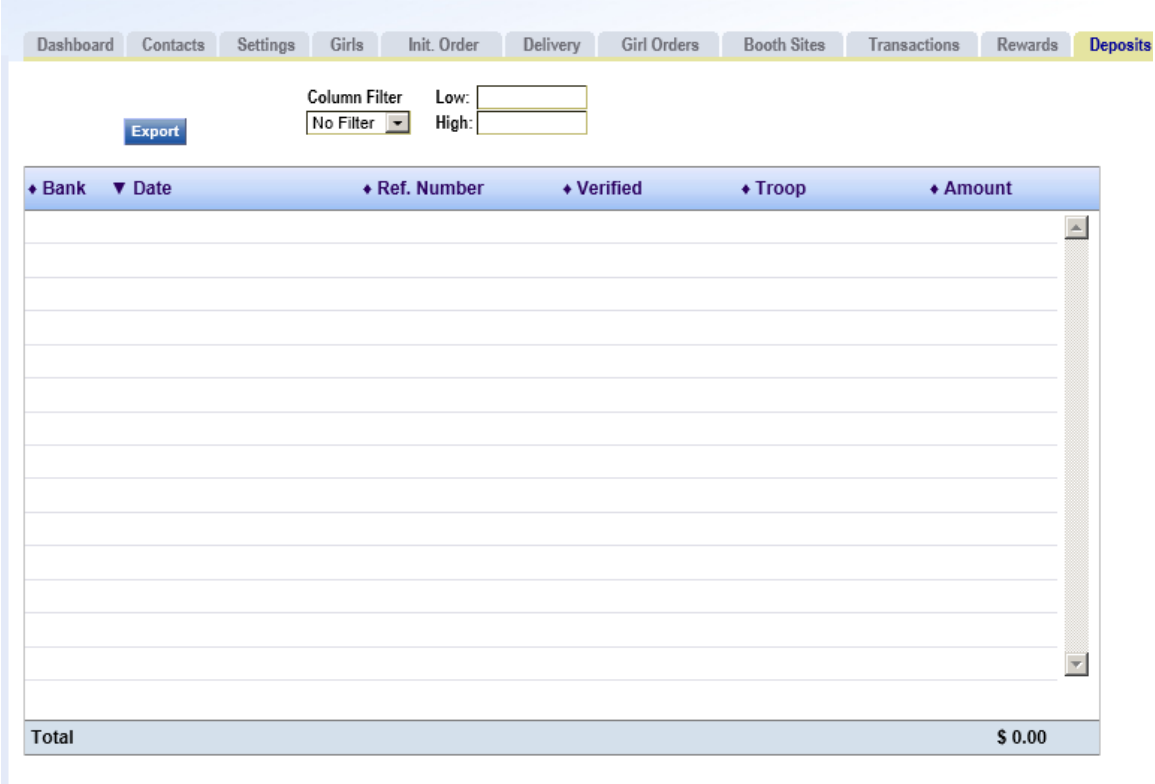
Once all the girl reward orders have been updated, review your troop order total. You may need to enter additional quantities for items that are not automated. In the example below, you would need to enter a quantity in the box labeled GOC Patch. Once you have entered that number, you will click the **Submit Reward Order** button to submit your order to your service unit.


Troop 6073 Final | Rewards Order
Dashboard Contacts Settings Girls Init. Order Delivery Girl Orders Booth Sites Transactions Rewards Deposits GOC Org Sales Report Reports
Use the form below to fill out your final reward order.
Click on a girl id at the top to edit a girl's reward order.
GIRL ORDERS:
Becky H receives 5 incentives (size/catalog selection done)
Patty W receives 0 incentives
TROOP ORDER:
Box Level
Quantity
Incentive
150 1 Beanie Cap
400 1 Doodle Pad Photo Frame
200 1 bar patch (pick 1)
1 200+ Bar Patch
0 400+ Bar Patch
0 Global Splash Fashion Tee
0 YS
0 YM
0 AS
0 AM
1 Cookie Dough
300 1 Hair/Bath Towel Set for Small Panda
0 0 GOC Patch
Cancel
Submit Incentive Order

Cancel – this button returns you to the screen where you can view or fill out.
Submit Reward Order – This button submits the troop reward order to the service unit. Once you click this button, the reward orders for girl and troops cannot be changed by troops only by a service unit user.

Deposits

This is where Council will record ACH payments collected for council's proceeds. You will be able to view this data, but you cannot add or edit data at all.



ACH transaction will be entered by Council's Finance Department and will be displayed on the screen. You can also selectively search to display only specific data, but ideally you will only have two rows – 1st debit, 2nd debit. If an ACH is returned/rejected for any reason, you will see that entry here as well.

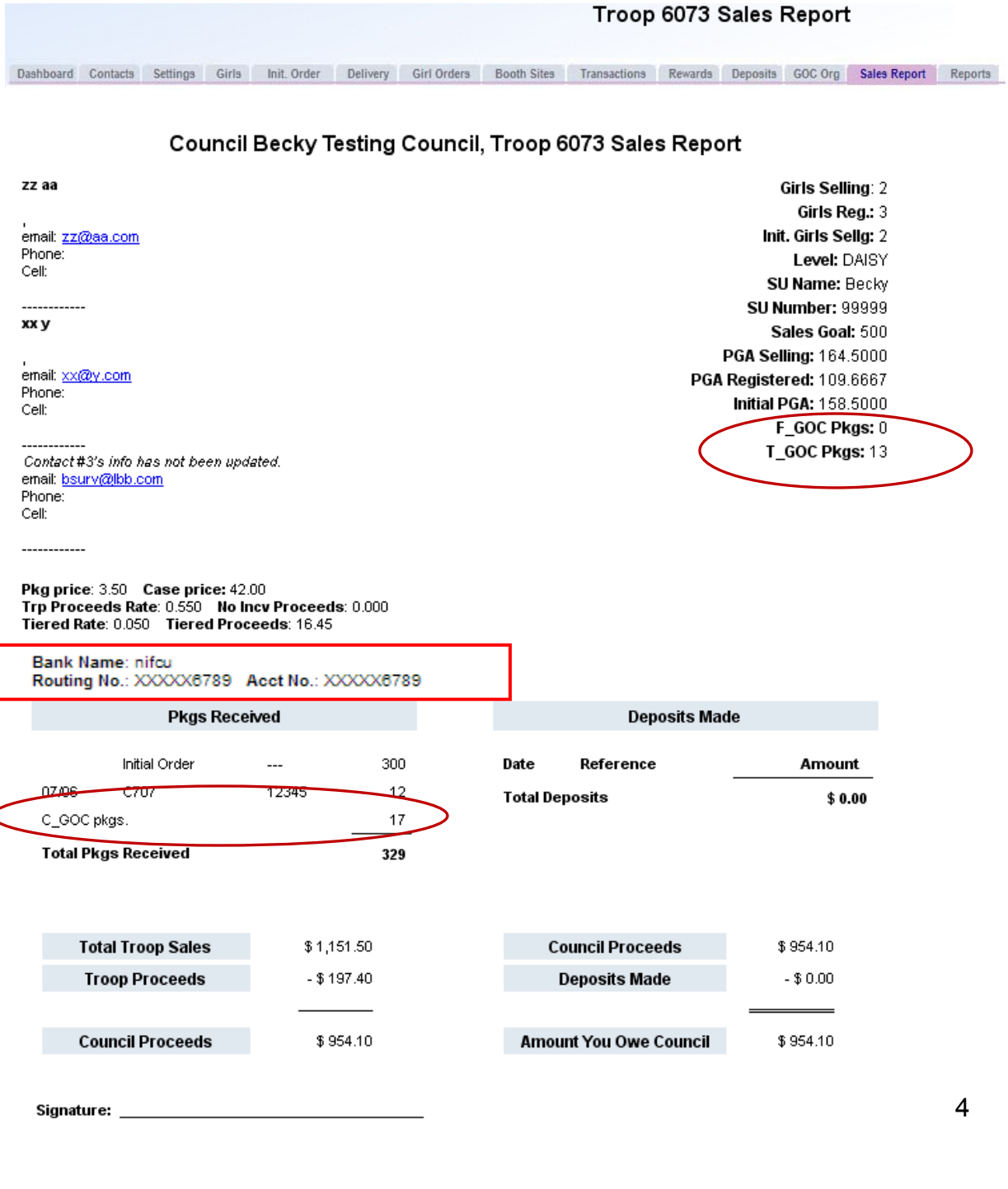
Exporting the Deposits

Click the **Export** button to export the deposits. The system will display a screen and instruct you to click File, Save As to save the deposits.

Sales Report

The sales report reflects all transactions for the troop in the system. It includes the initial order, any additional orders, deposits and the calculation for troop profit, council monies and balance due. Gift of Caring/Donation cookies will automatically populate on the sales report from the girl order tab.

We have now secured the display of the bank account and routing numbers. These numbers will be hashed out as a default. Council can designate specific users that may see the full numbers.



Troop 6073 Sales Report

Dashboard | Contacts | Settings | Girls | Init. Order | Delivery | Girl Orders | Booth Sites | Transactions | Rewards | Deposits | GOC Org | Sales Report | Reports

Council Becky Testing Council, Troop 6073 Sales Report

zz aa

,
email: zz@aa.com
Phone:
Cell:

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xx y

,
email: xx@y.com
Phone:
Cell:

Contact #3's info has not been updated.
email: bsury@lbb.com
Phone:
Cell:

Girls Selling: 2
Girls Reg.: 3
Init. Girls Sellg: 2
Level: DAISY
SU Name: Becky
SU Number: 99999
Sales Goal: 500
PGA Selling: 164.5000
PGA Registered: 109.6667
Initial PGA: 158.5000
F_GOC Pkgs: 0
T_GOC Pkgs: 13

Pkg price: 3.50 **Case price:** 42.00
Trp Proceeds Rate: 0.550 **No Incv Proceeds**: 0.000
Tiered Rate: 0.050 **Tiered Proceeds**: 16.45

Bank Name: nifcu
Routing No.: XXXXX6789 **Acct No.**: XXXXX6789

Pkgs Received			
Initial Order	---		300
07/05	C707	12345	12
C_GOC pkgs.			17
Total Pkgs Received			**329**

Deposits Made		
Date	**Reference**	**Amount**
Total Deposits		**$ 0.00**

Total Troop Sales	$ 1,151.50
Troop Proceeds	- $ 197.40
Council Proceeds	$ 954.10

Council Proceeds	$ 954.10
Deposits Made	- $ 0.00
Amount You Owe Council	$ 954.10

Signature: _____

Reports

The reports tab allows troops to run two information reports. The cupboard report will list all open cupboards and their location/hours of operation. The delivery station report lists the delivery site information including address and contact information. The delivery report will only display sites available to the troop.

#6073 Cupboard List

Becky Demo

Jul 27, 2013 at 03:11PM

Name	Number	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone	Hours Of Operation
101	101	6614 Charlene Ave.		San Diego	CA	92114				Saturday - 8am - 5pm
Becky's House	2T	1231 Upas St.		San Diego	CA	92103	619-555-5555	619-555-5555	619-555-5555	Saturday - 8am - 5pm
Hunters Ridge	792									
import try out	100									

#10002 Delivery List

Becky Demo

Jul 27, 2013 at 02:19PM

Name	Number	Address	Address2	City	State	Zip	Home Phone	Work Phone	Cell Phone
AppleValleyFRI-Ln1	648	13000 Zoo Blvd		Apple Valley	CA	95124			
AppleValleyFRI-Ln2	649	13000 Zoo Blvd		Apple Valley	CA	95124			
AustinTHU	640	101 Maple Ave		Austin	CA	95912			
BaldwinTHU(new)	645	1350 Florence St		Baldwin	CA	54002			
BalsamLakeWED	630	507 Main St		Balsam Lake	CA	54810			
BlaineFRI2/1	650	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSAT1/26-Ln1	601	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSAT1/26-Ln2	602	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSAT1/26-Ln3	603	8271 W 35W Service Dr NE		Blaine	CA	95449			
BlaineSUN1/27	609	8271 W 35W Service Dr NE		Blaine	CA	95449			
BloomingtonWED	631	401 W 98th St		Bloomington	CA	95420			
BrooklynParkMON	612	7411 85th Ave N		Brooklyn Park	CA	95445			